

2018 ANNUAL REPORT

TOPSFIELD, MASSACHUSETTS



TOWN OF TOPSFIELD MASSACHUSETTS

JULY 1, 2017 THROUGH JUNE 30, 2018



THE ANNUAL REPORTS, RECEIPTS, AND EXPENDITURES
OF THE TOWN OFFICERS
FOR THE 2018 FISCAL YEAR



Credits and Acknowledgments:

Annual Report Committee:

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www.etjohnson.com

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www.ericrothphoto.com

Note:

All financial data cover the period July 1, 2017 through June 30, 2018.

However, for the reader's benefit, and to make this a more meaningful publication, individual reports may list more current significant events.



PHOTO BY KINDRA CLINEFF

OPENING OUR DOORS

The word “opening” constitutes the action of moving or adjusting something “to leave a space allowing access and view.” The word “door” is “a means of access or participation”. When used together, the phrase represents a spirit of welcome, the idea of access to all, and an invitation for the participation of many.

In 2018, the doors of Topsfield’s historic Town Hall reopened to the public following its first major renovation in its 140 year history. The Town Hall Renovation and Addition Project enabled the opening of an ADA accessible building, with a restored Public Hall and Council on Aging (COA) Programming Space – open to people



of all ages and physical abilities. The new COA Programming Space welcomes our seniors, and residents of all ages, to share in the company of neighbors and friends.

Working together, Topsfield residents, officials and staff contribute their time, talent and expertise to plan for the Town’s future. It is this shared contribution that enabled the town to successfully complete the Town Hall Project.

This idea of “Working Together” was used regularly by former Selectman Joseph C. Iarocci. His beloved wife, Audrey, also shared a legacy of public service through-



PHOTO BY ERIC ROTH

out her 53 years as a resident of Topsfield. Audrey served as a dispatcher for the Topsfield Police and Fire Departments, a town election polls worker, a tutor in the Masconomet School System and a Town Library Trustee, serving as Chair from 2017 to 2018. She was a Founding Member of the Friends of the Topsfield Library and the Council on Aging, and served on the Wallace Kneeland Award Committee and Masconomet Regional High School Scholarship Committee. Her dedication to the Town is but one example of how Topsfield is “Opening

our Doors” to welcome residents and staff – and making Topsfield an ideal place to live and raise a family.

It is with deepest sympathy, and grateful hearts, that we remember and honor both Joe and Audrey’s lifelong contributions to Topsfield in this 2018 edition of the Town’s Annual Report. The Iarocci’s shared love of the Town, and their service, provides a community legacy that encourages us to “Open our Doors” and to work together for Topsfield’s success.



PHOTOS BY ERIC ROTH



TRANSITIONS

We honor all those whom we lost in 2018,
in particular residents who made contributions of service
to the Town of Topsfield:

Marie N. Beck

Rachel H. Bibbins

William Coggin

Paul M. Ennons

Priscilla Gamble

Alan Grenier

Philip J. Reniger

Gerald Schilling

Richard E. Thompson

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PHOTO BY JERRY MONKMAN

TOWN OF TOPSFIELD

Incorporated:.....1650

Government: Open Town Meeting
Five-member Board of Selectmen with Town Administrator

Annual Town Meeting:First Tuesday in May

Annual Town Election: First Thursday in May

Town Census: (January 1, 2018)..... 6,726

Area:13 Square Miles

Town Roads:.....60 Miles

Fiscal 2018 Tax Rate:.....\$17.36

Tax Levy: \$23,649,152.92

Congressional District:.....Sixth

Senatorial District:First Essex and Middlesex

Representative District: Thirteenth Essex

Town Hall Hours:M–TH: 8am – 4pm
.....FRI: 8am – Noon

Schools:

Steward Elementary School(K-3)

Proctor Elementary School..... (4-6)

Masconomet Middle School..... (7-8)

Masconomet High School.....(9-12)

Town Website: www.topsfield-ma.gov

GENERAL TOWN INFORMATION

EMERGENCY NUMBERS

Ambulance – Fire – Police: 911
Regional Emergency
Communication Center 978-646-8402
Beverly Hospital 978-922-3000
Poison Control Center 800-222-1222
Water Main Breaks 978-887-6533

NATIONAL GRID

Gas Emergency 800-233-5325
Electric Outage Emergency 800-465-1212
All Other Calls 800-322-3223

ANIMAL CONTROL

Call Regional Emergency
Communication Center 978-646-8402

BIRTH CERTIFICATES

Town Clerk's Office 978-887-1505

BOARD OF ASSESSORS

Office 978-887-1514

BOARD OF HEALTH

Office 978-887-1520

BOARD OF SELECTMEN

Office 978-887-1500

BUS SERVICE

MBTA – Customer Service 800-392-6100
..... or 800-664-4480

CABLE TV

Comcast: 800-633-4266
Verizon 888-553-1555

CEMETERIES

Pine Grove Cemetery Office: 978-887-1525

CHURCHES

Congregational Church of Topsfield
9 East Common 978-887-2101

Our Savior Lutheran Church

478 Boston Street, Route 1 978-887-5701

St. Rose of Lima Catholic Church

12 Park Street 978-887-5505

Trinity Episcopal Church of Topsfield

129 River Road 978-887-5570

COMPOST CENTER

279 Boston Street, Route 1
Open Saturdays April– November:
9:00 am – 1:00 pm 978-887-1542

CONSERVATION COMMISSION

Office 978-887-1510

COUNCIL ON AGING

Office 978-887-1523

DEATH CERTIFICATES

Town Clerk's Office 978-887-1505

DOG LICENSES

Town Clerk's Office 978-887-1505

ELECTIONS

Town Clerk's Office 978-887-1505
Town Meeting First Tuesday of May
Town Elections First Thursday of May

FINANCE COMMITTEE

Karen Dow, Chairman: 978-887-1500

FIRE DEPARTMENT

Fire Emergencies..... 911 or 978-646-8402

All Other Business..... 978-887-5148

Call for Burning Permits, Fire and
Smoke Alarms, and Oil Burner Inspections**FIREARM IDENTIFICATION CARDS**

Police Dept: 978-887-2116

GOULD BARN

Contact Sean Ward sean.ward@gouldbarn.com

HIGHWAY DEPARTMENT

279 Boston Street 978-887-1542

HISTORICAL COMMISSION

Office..... 978-887-1504

HOUSING AUTHORITY

Little Brook Village

69 Washington Street..... 978-887-8407

INSPECTIONAL SERVICES

Office..... 978-887-1522

LEAGUE OF WOMEN VOTERS OF MA

Voter Information 800-452-1715

LIBRARY

Circulation Desk..... 978-887-1528

Monday and Thursday 10 am to 8 pm

Tuesday and Saturday 10 am to 5 pm

Wednesday and Friday 12 pm to 5 pm

Sunday closed

MARRIAGE LICENSES

Town Clerk's Office..... 978-887-1505

NEWSPAPERS

Salem News..... 978-922-1234

Tri-Town Transcript..... 978-774-0505

NOTARY PUBLICS

Town Clerk's Office:..... 978-887-1505

PERCOLATION TESTS

Board of Health Office 978-887-1520

PLANNING BOARD

Office 978-887-1504

POISON CONTROL CENTER

Information Center..... 800-222-1222

POLICE DEPARTMENT

Emergency 911

Regional Emergency

Communication Center 978-646-8402

All Other Business..... 978-887-2116

POST OFFICE

4 Main Street 978-887-5307

PRE-SCHOOLS

Joyful Noises

Emerson Center 978-887-2101 x8

Trinity Church Pre-School

124 River Road 978-887-2990

Steward Integrated Pre-School

261 Steward School, Perkins Row 978-887-1538

PROPERTY VALUATIONS

Assessors' Office..... 978-887-1514

RECREATION COMMITTEE

Office 978-887-1525

SCHOOLS

Grades K thru 3

Steward Elementary School

www.tritownschoolunion.com

261 Perkins Row 978-887-1538

Grades 4 thru 6

Proctor Elementary School

www.tritownschoolunion.com

60 Main Street 978-887-1530

GENERAL TOWN INFORMATION (CONT.)

Tri-Town School Union Offices
www.tritownschoolunion.com
for Elementary Schools 978-887-0771

Grades 7 and 8
Masconomet Regional Middle School
www.masconomet.org
20 Endicott Road..... 978-887-2323

Grades 9 thru 12
Masconomet Regional High School
www.masconomet.org
20 Endicott Road..... 978-887-2323

SEPTIC SYSTEMS
Board of Health Office 978-887-1520

SNOW PLOWING
Highway Department 978-887-1542

SOIL REMOVAL BOARD
Conservation Commission Office..... 978-887-1510

SOIL TESTING
Board of Health Office 978-887-1520

STORMWATER COORDINATOR
David Bond 978-887-1542

TAX BILLS
Billing information 978-887-1511

TOPSFIELD FAIR
www.topsfieldfair.org
James O'Brien, General Manager 978-887-5000

TOWN ACCOUNTANT
Office 978-887-1508

TOWN ADMINISTRATOR
Office 978-887-1500

TOWN CLERK/RECORDS ACCESS OFFICER
Office 978-887-1505

TREASURER/COLLECTOR
Office 978-887-1511

TRANSPORTATION – TRAINS
MBTA: Customer Service 800-392-6100

TRASH/RECYCLING COLLECTION
Replacement Decals and Trash Info:
Board of Health Office 978-887-1520
Concerns or Issues with Pick-up:
JRM Hauling & Recycling 800-323-4285

TREE WARDEN
David Bond 978-887-1542

VETERAN'S SERVICES
Dick Cullinan 978-380-8397

VOTER INFORMATION AND REGISTRATION
Town Clerk's Office 978-887-1505

WATER DEPARTMENT
Office 978-887-1517

WELCOME WAGON
Community Greetings
Joanne Colosi 978-777-1545

ZIP CODE.....01983

ZONING BOARD OF APPEALS
Office 978-887-1504



PHOTO BY JERRY MONKMAN

Working with Essex County Greenbelt, Topsfield received a LAND Grant from the Commonwealth of Massachusetts that reimbursed a portion of the Town's purchase price to preserve 46 acres of open space of Donibristle Farm in FY 2018.

ELECTED STATE OFFICIALS

SWORN IN AS OF JANUARY 1, 2018

GOVERNOR

Honorable Charlie Baker (R)

LIEUTENANT GOVERNOR

Karen Polito (R)

Office of the Governor, Room 280

Boston, MA 02133

Tel: 617-725-4005

Internet: mass.gov/governor/contact

ATTORNEY GENERAL

Maura Healy (R)

One Ashburton Place, 20th Floor

Boston, MA 02108

Tel: 617-727-2200

Email: ago@state.ma.us

SECRETARY OF STATE

William F. Galvin (D)

Citizen Information Service

McCormack Building

One Ashburton Place, Room 1611

Boston, MA 02108

Tel: 800-392-6090

Email: cis@sec.state.ma.us

STATE SENATOR

Joan Lovely (D)

State House, Room 413A

24 Beacon Street, Boston, MA 02133

Tel: 617-722-1410

Email: Joan.Lovely@masenate.gov

STATE REPRESENTATIVE

Bradford Hill (R)

State House, Room 128

24 Beacon Street, Boston, MA 02133-1020

Tel: 617-722-2100

Email: Brad.Hill@mahouse.gov

UNITED STATES SENATORS

Edward Markey (D)

255 Dirksen Senate Office Building

Washington, D.C., 20510

Tel: 202-224-2742

Local Office:

975 JFK Federal Building

15 New Sudbury Street, Boston, MA 02203

Tel: 617-565-8519

Internet: www.markey.senate.gov

Elizabeth Warren (D)

317 Hart Senate Office Building

Washington, D.C., 20510

Tel: 202-224-4543

Local Office:

2400 JFK Federal Building

15 New Sudbury Street, Boston, MA 02203

Tel: 617-565-3170

Internet: www.warren.senate.gov

UNITED STATES REPRESENTATIVE

Seth Moulton (D)

1127 Longworth House Office Building

Washington, D.C. 20515

Tel: (202) 225-8020

Local Office:

21 Front Street, Salem, MA 01970

Tel: 978-531-2270

Email: moulton.house.gov

ELECTED TOWN OFFICIALS

SWORN IN MAY 3, 2018

BOARD OF ASSESSORS

Lynn A. Conant.....2019
Robert E. Kanter2021
John W. Minnehan.....2020

BOARD OF LIBRARY TRUSTEES

Gail D. Bryson.....2019
Olivia Gatti.....2021
Kathryn Hartmann.....2021
Abigail P. Jackson2020
Janet O. Kmetz2020
Brook S. Spater.....2019

BOARD OF ROAD COMMISSIONERS

Joseph K. Gibbons2021
Boyd R. Jackson2020
Philip G. Knowles.....2019

BOARD OF SELECTMEN

Lynne Bermudez.....2021
A. Richard Gandt.....2020
Boyd R. Jackson2021
Mark B. Lyons2019
John K. Spencer.....2020

BOARD OF WATER COMMISSIONERS

Mark Gallagher.....2021
Richard L. Stone.....2019
Philip G. Knowles.....2020

COMMISSIONERS OF TRUST FUNDS

David G. Strachan, Jr.....2021
Richard Walsh2020
Thomas P. Walsh.....2019

CONSTABLE

Frederick J. Glatz2020

ELEMENTARY SCHOOL COMMITTEE

Katrina A. Frere2019
Charise Nulsen2021
Daniel M. Palotta2019
Jessica C. Steffens.....2020
Meredith Sokolowski.....2020

HOUSING AUTHORITY

George D. Anderson.....2021
Richard J. Cullinan2020
Gerard McCarthy.....2023

MASCONOMET REGIONAL SCHOOL

District Committee Representatives
William Hodges2019
John K. Spencer.....2020
Zillie Theodorou.....2021

MODERATOR

Stephan T. Whelan.....2019

PARK AND CEMETERY COMMISSIONERS

Robert E. Benjamin.....2019
Steven Mscisz.....2021
Gretchen W. Rehak.....2020

PLANNING BOARD

Jeanine P. Cuniff.....2019
Joseph D. Geller2019
Steven B. Hall.....2020
Martha A. Morrison2020
C. Josh Rownd2021

**The dates represent the year when the current term expires.*

APPOINTED TOWN OFFICERS

JULY 1, 2017 – JUNE 30 2018

ADA COORDINATOR

Jenifer Collins-Brown.....2018

AGRICULTURAL COMMISSION

Peter E. Mulholland2018

James O'Brien.....2019

Trudi I. Perry2018

Marthinus J. Riekert2020

Peter Gibney (*Alternate*).....2020

ALCOHOL LICENSING ADVISORY COMMITTEE

Robert E. Hardy2018

Nancy J. Luther.....2018

Stanley V. Ragalevsky2018

ANIMAL CONTROL OFFICER

Carol A. Larocque.....2018

Reed Wilson (*Alternate*).....2018

ANIMAL INSPECTOR

Peter E. Mulholland2018

ASSESSOR

Toula Guarino2018

Lisa Benecke (*Assistant*)2018

BOARD OF HEALTH

Anthony Alley.....2021

Vincent F. Guerra2019

Sheryl L. Knutsen2020

Thomas Mannetta.....2018

Gerald J. Topping.....2018

John Coulon, *Agent*.....2018

BOARD OF REGISTRARS

Mary Willis (*ex-officio*)2020

Janet O. Kmetz2019

Diann Baylis2020

Dorothy T. Wass.....2018

CARETAKER OF SOLDIERS' GRAVES

Steven Mscisz.....2018

COMMERCIAL DRIVER'S LICENSE (CDL) COORDINATOR

David M. Bond.....2018

CONSERVATION COMMISSION

James V. Carroll2020

Jennifer L. DiCarlo2019

Cheryl A. Jolley2018

Holger M. Luther.....2019

Dodds B. Shamroth.2018

Heidi Gaffney, *Admin.*.....2018

COUNCIL ON AGING

Lynne A. Bermudez.....2020

Florence T. Brady2018

Elaine Crippen2019

Elizabeth Culinan2018

Martha D. Davis.....2020

Mary Guerra.....2019

Ruth Lucey2018

Charlotte O'Toole2019

Penny Rogers2020

Paula Burke, *Executive Director*2018

CULTURAL COUNCIL

Janet S. Brown2018

Kathleen L. Hunt2020

David W. Juliano.....2018

Mary E. MacDonald2018

Kahleen J. Moore2018

Julie C. Sullivan2018

FENCE VIEWERS

Jenifer Collins-Brown.....2018
 Nancy J. Luther.....2018
 Charlene A. Stawicki.....2018

FINANCE COMMITTEE

Karen A. Dow.....2019
 Che R. Elwell.....2018
 Jonathan D. Guido.....2018
 Michael G. Hartmann2018
 Eric S. Menzer2020
 Louis M. Ross.....2020
 Dana Warren2019

FOREST WARDEN

Jenifer Collins-Brown.....201

HISTORICAL COMMISSION

Kindra L. Clineff.....2018
 Glen P. Gollrad.....2019
 Norm J. Isler.....2020
 Elizabeth R. Mulholland.....2019
 Daniel P. Hover.....2018

HIGHWAY SUPERINTENDENT

David M. Bond.....2018

INSPECTOR OF BUILDINGS

Glenn A. Clohecy.....2018
 David Harris (*Alternate*).....2018

INSPECTOR OF GAS AND PLUMBING

Stanley Kulacz2018
 Kevin Dash (*Alternate*)2018
 Larry Fischer (*Alternate*)2018

INSPECTOR OF WIRES

John P. Thompson.....2018
 Thomas Tombarello, Jr. (*Alternate*)2018

KEEPER OF CLOCKS

Norman J. Isler.....2018
 Robert L. Winship.....2018

MAPPING COMMITTEE

James V. Carroll2018
 Gregory R. Krom2018
 Robert L. Winship.....2018

MBTA REPRESENTATIVE

open position.....2018

MEMORIAL DAY/VETERAN'S DAY COMMITTEE

Dave Comeau.....2020
 Richard J. Cullinan (*ex-officio*)2018
 Patricia J. Landgren.....2018
 Robert G. Shamroth.....2019

OPEN SPACE COMMITTEE

Joseph D. Geller2018
 Reginald Lockwood2018
 David D. Merrill2018
 Melissa Ogden2018
 Martha B. Sanders2018

PARKING TICKET CLERK

Debra Morong.....2018

PUBLIC WORKS COMMITTEE

David M. Bond.....2018
 Gregory R. Krom2018
 Stephen J. Shepard.....2018

PURCHASING & COMMUNITY DEV. COORDINATOR

Donna C. Rich.....2018

RAIL TRAIL COMMITTEE

Roy J. Baessler.....2018
 Gregg A. Demers2018
 Joseph D. Geller2018
 David C. Read2018
 William J. Rossiter2018

RENEWABLE ENERGY/GREEN COMMUNITIES

Joseph D. Geller2018
 Glen Gollrad.....2018
 Henry A. Goudreau.....2018
 Robert L. Winship.....2018

SEALER OF WEIGHTS AND MEASURES

Leonard Rose2018

SOIL REMOVAL BOARD

Jeaninne P. Cunniff.....2018
 Robert J. Moriarty.....2018

APPOINTED TOWN OFFICERS (CONT.)

STORMWATER MANAGEMENT COMMITTEE

David M. Bond.....2018
Glenn A. Clohecy.....2018
Joseph K. Gibbons2018
Gregory R. Krom2018
Holger M. Luther.....2018
Steven Hall2018

TOWN ACCOUNTANT

Catherine Gabriel2018
Susan Lemiesz (*Assistant*).....2021

TOWN ADMINISTRATOR

Kellie A. Hebert2019
Debra Morong (*Executive Assistant*).....2018

TOWN CLERK

Mary Elizabeth Willis.....2020
Erin Merrill (*Assistant*).....2019

TOWN COUNSEL

KP Law.....2018

TOWN HALL BUILDING COMMITTEE

Peter A. Bryson2018
Elizabeth Mulholland2018
C. Josh Rownd2018
Benjamin Nutter2018
Gregor Smith.....2018
Kellie A. Hebert (*ex-officio*)2018
Mark B. Lyons (*ex-officio*)2018

TREASURER & COLLECTOR

Barbara B. Michalowski.....2020
Julie McCarthy (*Assistant*)2020

TREE WARDEN

David M. Bond.....2018

VETERAN'S AGENT

Richard J. Cullinan2018

VETERAN'S GRAVES REGISTRATION OFFICER

Richard J. Cullinan2018

WALLACE KNEELAND MEMORIAL COMMITTEE

Phil G. Knowles2018
Robert L. Winship.....2018

ZONING BOARD OF APPEALS

Jody L. Clineff2022
David D. Merrill2021
David P. Moniz2020
Robert J. Moriarty, Jr2019
Gregor Smith.....2018
Kristin M. Palace (*Alternate*)2018



PHOTO BY ERIC ROTH

BOARD OF SELECTMEN

This year's annual report theme of "Opening our Doors" expresses the sentiments of welcome and invitation. It is within this community spirit that we can all celebrate and share in our town-wide achievements. On behalf of the Board of Selectmen, a most sincere thank you is offered to every person who contributed to Topsfield's 2018 accomplishments, including the opening of our newly renovated Town Hall and addition.

"Opening our Doors" to the new Town Hall demonstrates how we successfully work together as a community. In 2018, we witnessed that when a hard-working group of committed people work as one team with a common goal - success can surely follow. In the late Selectman Joe Iarocci's words, we are, and continue to be, "Topsfield Working Together".

Topsfield's excellent public services, distinguished schools, fine library, recreational venues and cultural activities make Topsfield a great place to live and raise a family. We now welcome our residents, visitors, guests and staff into a fully accessible Town Hall building and Public Hall that can serve our Topsfield residents for generations to come.

HISTORIC TOWN HALL

In 1873, Town Hall was built to serve the government of a town with 1,156 residents. Today, Town Hall municipal operations support a population of 6,388 residents and a \$30 million municipal budget operation. The Town Hall Building Committee includes Chairman Gregor Smith, Boyd Jackson, Mark Lyons, Elizabeth Mulholland, Ben Nutter, Josh Rownd, Peter Bryson, Donna Rich and Ex Officio Town Administrator Kellie Hebert.

At the 2016 Annual Town Meeting, voters supported a \$9,859,000 borrowing authorization and a debt exclusion to fund the renovation of Topsfield Town Hall.



Town Hall Groundbreaking Ceremony 8/23/2017

Until September of 2018, the Town's municipal offices were temporarily located at 461 Boston Street, Unit E-6. The professionals from Design Technique, Consigli Construction and McGinley Kalsow Architects were key factors in the project's success. The Friends of Town Hall, chaired by Allan Wallace, donated countless hours of time and played an exceptional role in the fundraising efforts in support of the project. The Friends of the Council on Aging also donated significant funds to secure equipment and furnishings for the kitchen and COA programming spaces. This collaboration and teamwork resulted in the building being constructed under budget and within schedule. With sincere thanks for the hard work, funding, and commitment of time, effort, professional expertise and dedication from all contributors and support of residents and voters, Town Hall is restored for the next century and beyond.

TOWN GOVERNMENT

Board of Selectmen

In July 2017, the Board membership included Chair Boyd Jackson, Clerk Mark Lyons and members A. Richard "Dick" Gandt, John Spencer and newest Board member Ms. Lynne Bermudez. Selectman Bermudez replaced Laura Powers, and Selectman Jackson was re-elected, in May 2017 for three-year terms. In May 2017, the Board re-organized with Boyd Jackson serving as Chairman and Attorney Mark Lyons as Clerk. When the Board reorganized in May 2018, Attorney Mark B. Lyons was appointed as Chairman and Lynne Bermudez was voted to serve as Clerk.

Financial Officers

The Town's Financial Management Team consists of Town Administrator Kellie Hebert, Treasurer Collector Barbara Michalowski, Town Accountant Catherine Gabriel, Purchasing Agent/Community Development Coordinator Donna Rich and Principal Assessor Toulia Guarino. On behalf of the Board of Selectmen, we thank them for their hard work throughout the year, but especially during the annual budget planning process, preparations for Annual Town Meeting, capital planning efforts, multiple construction projects and borrowing that was underway in 2018. Working in partnership with the Board of Selectmen and the Finance Committee, their professional knowledge, teamwork and excellent financial guidance keep Topsfield's finances in order. Their hard work and dedication is a key component for the Town's successful Financial Audit each year, and is an important factor in the Town's strong financial position that contributed to the Town's "AAA" Bond Rating by Standard & Poor's.

Fire Chief

In July 2017, after more than two decades of service to the Fire Department, Captain Jen Collins Brown, EMT-Paramedic, was appointed by the Town Administrator and confirmed by the Board of Selectmen as Topsfield's newest Fire Chief. Captain Collins-Brown is the first female chief in the Town's history, and the fourth female chief in the history of the Commonwealth of Massachusetts. Her skill, hard work and commitment to Topsfield's citizens is an asset to the Town

and helps assure that the Town's Public Safety staff are well-trained, highly committed and fully qualified to serve our citizens and visitors. Captain Collins-Brown's leadership, hard work and dedication will serve her well in her role as chief of the department.



Fire Chief Jenifer Collins-Brown

KEY ACTIONS IN FISCAL YEAR 2018:

Below is a listing of some key activities and votes taken by the Board:

- Agreement signed with Massachusetts Small Business Association for Accelerated Repair Program at Proctor & Steward Schools with a 41% match.
- Agreement signed for Water Treatment Plant
- Purchase & Sales Agreement for Donibristle Farm
- Town Hall Ground Breaking Event on 8/23/17
- Unveiled New Redesigned Town Website Platform
- Public Hall Usage Policies Developed & Adopted
- Tax Relief Funds approved for disabled and senior citizens and veterans
- Budget and Moderator's Forum at Proctor School
- \$400,000 Grant accepted for Donibristle Farm
- Prospect & River Streets Water Main Improvement Project begins
- \$100,000 in grants accepted for Town Hall elevator
- Cement barriers removed from Topsfield Village Shopping center.

FISCAL 2018 HIGHLIGHTS

Collective Bargaining Agreements

In Fiscal Year 2018, the Board signed Collective Bargaining Contracts between the Town and the following

units for Fiscal Years 2018-2020 agreements: AFSCME Water and Highway, AFSCME Parks and Cemeteries, Police Benevolent Association of Topsfield, Full Time Career Firefighters, and Topsfield Call Firefighters Association. The Police Reserve Officers contract for FY2019 is currently under negotiation. The Call Firefighters agreement instituted a new pay grid aimed at attracting, retaining and training standards for qualified firefighters. In the fall, two AFSCME units agreed to merge into one Public Works unit to represent all three departmental union staff from Water, Highway and Parks/Cemeteries. Biweekly pay was agreed to by the AFSCME Unit, making way for a fully integrated bi-weekly pay system for all Town employees.

Topsfield Information Technology

The Town received a grant for \$26,700 from the Commonwealth for website redesign and an electronic document management system. Currently, the Selectmen are working to update the Town's website with additional end-user functionality and have added new business solutions such as "BoardDocs" for the electronic management of Selectmen's meetings; "FOIA Direct" for Town Clerk/RAO Public Records Tracking; and "PermitLink" for processing building permits through the Inspectional Services Office.

The Town unveiled its new website platform in September 2017. On-going website training and enhancements are intended to allow more staff the capability to add new, fresh content and public records onto our departmental web pages. The Town's website will continue to serve as a primary source of community information. In time, we hope to provide a 24/7 source of access to public records and community information. Special thanks and deepest appreciation is extended to Martha Morrison and Jeanne Pickering who developed the Town's original website, diligently maintained it for many years and are assisting with our continued efforts to update information for our citizens.

Cable Television

Topsfield recognizes the value of communications within our municipal organizations and with our residents. The Boxford Cable Access TV (BCATv) Organi-

zation provides programming services for the Towns of Boxford and Topsfield and a regional contract has been renewed each year. Topsfield thanks the BCATv staff for their partnership, dedication and hard work to keep Topsfield's public meetings recorded and aired for public viewing. Their partnership allows the Board of Selectmen and School Committee meetings, as well as numerous other special events in the Tri-Town communities, to be shared with all citizens in the comfort of their homes. The new Town Hall and Selectmen's Meeting room are now equipped with video cameras and audio equipment. Thanks to the addition of a new cable server, a Video-on-Demand service is now available through the Town's website.

Elementary School Projects

During Fiscal Year 2018, the Town underwent construction in the amount of \$7,651,757 for new roofing, windows, doors, mechanical units and associated work at Proctor Elementary School and Steward Elementary School. These projects will materially extend the useful life of the schools and will preserve assets for generations of Topsfield's elementary students. The project is partially funded by a 41.1% grant from the Massachusetts School Building Authority ("MSBA"). Construction was substantially completed in September 2019.

Donbristle Farm

In May 2017, Town Meeting voted to appropriate \$725,000 for 46-acres of open space at Donibristle Farm. Voters subsequently approved a \$500,000 Capital Exclusion ballot question vote to fund a portion of the purchase price. Greenbelt raised and donated \$235,000 towards the acquisition cost. This conservation restriction will ensure the conservation, open space and passive recreation of open space. Working with Essex County Greenbelt, in Fiscal Year 2018, the Town received a LAND Grant from the Commonwealth of Massachusetts that reimbursed \$400,000 of the total purchase price.

Little Brook Village

Overseen by the Topsfield Housing Authority, the Department of Housing and Community Development (DHCD) completed a \$1.529 million renovation project at Little Brook Village.

Water Treatment Facility

Topsfield has constructed and opened a water treatment facility located adjacent to the Public Works Facility. The plant will correct longstanding water quality issues, including the removal of manganese from source water before it enters the distribution system. Special thanks and recognition is extended to Water Superintendent Greg Krom for his continued hard work, leadership, project management skills and technical expertise to champion this project to the finish line!



VOLUNTEERISM, DONATIONS AND PARTNERSHIPS

Topsfield continues to be blessed with people that generously give of their talents and resources to accomplish worthwhile community projects and activities. Their work helps shape the character of our community – and we are thankful for their public service and community participation.

- Topsfield's Town Government attracts dedicated citizen volunteers who provide countless hours of public service throughout the year. The Town's appointed committees, elected boards and volunteers offer their

valuable time to help supplement the work of Topsfield's dedicated employees and professional staff. Robert L. Sundberg is one such volunteer that provides Town Hall staff with his "pro bono" information technology expertise and technical knowledge. While certainly not exclusive, other notable volunteers are the members of the Council on Aging, and Friends of the COA – especially for their hard work and contributions towards the Town Hall Project; Joe Geller, Chair of the Rail Trail and Open Space Committees; Finance Committee Chair Karen Dow; Planning Board Chair/former Selectman/Town Hall Building Committee Member, Martha Morrison; Gregor Smith, Chair of the Town Hall Building Committee; Allan Wallace, Chair of the Friends of Town Hall Committee; Eric Roth and Kindra Clineff photographers.

- The Meadows Garden Club, Topsfield Garden Club and Village Gardeners commit time, talent and funds for many community projects including downtown planters, roadside triangles, holiday decorations, the Village Gardeners' Memory Tree, a garden in Pine Grove Cemetery, and programs in the schools.
- The annual Strawberry Festival and Holiday Walk, organized by the Historical Society and the Recreation Committee, respectively, are signature community events. The GrowSpring! EXPO hosted by the Topsfield Garden Club in March continues to be a growing Topsfield tradition on our community calendar, just as the Holiday-On-the-Green Event is each December.

CLOSING REMARKS

Topsfield is endowed with a dedicated community spirit which is evident in the contributions of its residents, volunteers and employees. We extend sincere thanks to our elected and appointed officials, our volunteers, and to all of our residents who choose to volunteer their time and talents in so many ways to make Topsfield the welcoming community it is.

We are especially grateful to our dedicated employees who contribute their expertise and hard work to achieve our common goals. Our professional staff and employees choose Topsfield as the community to share their skills,

knowledge and technical training. They work hard each day to keep our town safe and operating efficiently.

With sincere respect, and admiration, the Board of Selectmen thanks all volunteers, employees and officials who offer their public service, time and technical expertise for the benefit of the citizens of Topsfield. We recognize that our employees and volunteers are a vital part of our community – and that they make it possible for Topsfield to “Open our Doors” to welcome new residents and visitors from afar.

We are proud and inspired that with each of the Town’s achievements and successes, Selectman Joe Iarocci’s legacy grows stronger. And that when Topsfield is “Opening our Doors” we are extending a friendly Topsfield welcome to all those who share a common vision for Topsfield’s future.

Respectfully submitted,

Mark B. Lyons, *Chairman, Board of Selectmen*
Kellie A. Hebert, *Town Administrator*



*2018 Board of Selectmen
L-R: Dick Gandt, Lynne Bermudez, John Spencer, Boyd Jackson, Mark Lyons.*

TOWN CLERK

Summer found the Office of the Town Clerk settling into our temporary offices, reorganizing our space as needed in order to provide the best customer service to the residents. The office was also busy wrapping up the Special Town Meeting held in late June, including finalizing the meeting minutes, and updating the voter turnout in the VRIS system. Erin Merrill, the newly hired Assistant Town Clerk, rose to the challenge of the position, overseeing the overflow room during the meeting and assisting with vote counts as necessary.

In the fall, we turned our attention to preparations for the annual census. The voter list was reviewed and updated with information from the latest election. Last year, the census mailing was handled in house by the staff with the help of some high school students because our long-time vendor was no longer available. This year, the Town Clerk worked with a new vendor, Mass Mailer Plus, to produce and deliver the town census. The census, mailed in December, also included the dog license application, as well as instructions for residents to register their dogs online. The months of January and February were busy with processing census returns and dog licensing. In 2018, 234 dog owners out of the 890 who licensed their dogs, took advantage of the online dog registration process.

The new Public Records Law, which went into effect on January 1, 2017, remains a time consuming challenge for the Town Clerk's Office this year. In 2017, the Clerk's Office, which is the designated Records Access Officer for Topsfield, facilitated the fulfillment of 116 public records requests. From January 1, 2018 through June 30, 2018, the Town Clerk's office received 74 individual requests.

The 2018 Annual Town Meeting on May 1st was busy this year with over 400 residents attending. The Town Clerk's office prepared for a larger-than-usual crowd. Several hundred additional chairs were brought in. The cafeteria was set up for overflow seating with additional volunteer staff and audio speakers. Moderator Stephen Whelan facilitated an efficient, albeit long meeting. Thirty four percent, or 1,525 voters came out for the Annual Town Election on May 3rd. Once again, Topsfield's voter turnout was well above the state average.

Preparations for the upcoming State Elections are in progress. The Town Clerk's office has been busy certifying Statewide and Congressional Nomination papers, as well as Initiative Petition papers as needed throughout the year. The turnaround time for these certifications is fairly short so this office makes every effort to stay on top of the work. The Town Clerk's Office is in the process of planning for Early Voting during the State Elections. We are attending training and mapping out the logistics of administering the Early Voting process at both our Temporary Town Offices, at 461 Boston Street, and at Town Hall, at 8 West Common Street. Currently, the State has not determined if Early Voting will be available for just the November State Election, or both the September State Primary and the November election. Additionally, the Town Hall renovation is expected to be completed sometime this fall. Therefore, the Clerk's office needs to be ready to administer Early Voting at both locations.

Finally, I wish to acknowledge the outstanding work of Assistant Town Clerk Erin Merrill. Erin has been in the position for a year now and has continued to master the duties of her position. She is a valuable addition to the

Town Clerk's Office. I want to recognize the dedication of our poll workers and Board of Registrars. Their professionalism and hard work ensures our elections and Annual Town Meeting run smoothly. It is with sincere appreciation that I also thank the Highway and Park & Cemetery employees who carefully transport the election supplies and equipment to and from the polling location. The assistance and support of these groups allows the Town Clerk's Office to provide the highest quality of service to the residents of Topsfield.

Respectfully submitted,

Mary E. Willis
Town Clerk

*Town Meeting minutes and Town Election results
are included on pages 86-102
of this Annual Report.*

**STATISTICAL TOWN DATA FOR 2018
(CALENDAR YEAR)**

Town Population

(January 1, 2018) 6,726

Registered Voters** 4,844

Party Totals:

United Independent Party..... 31

Democrat 890

Republican..... 876

Libertarian 7

Green-Rainbow 2

Interdependent 3rd Party 1

Unenrolled (Independent)..... 3037

Births

Recorded & Filed..... 46

Marriages

Intentions Recorded & Filed 34

Licenses Issued 34

Licenses Recorded & Filed 33

Deaths

Burial/Crematory Permits

Recorded, Issued & Filed..... 53

Certificates Recorded, Issued & Filed..... 47

(Occurence Community)

Certificates Recorded & Filed 53

(Residence Community)

Total Death Certificates Recorded & Filed..... 100

Dog Licenses

Recorded & Issued 885

Commercial Kennel Licenses

Recorded & Issued 2

**In VRIS, REPORTS/Vot tot As Of

POLICE DEPARTMENT

To the Honorable Board of Selectmen and Citizens of Topsfield, it is with great pride that I submit to you the Fiscal Year 2018 report of the Topsfield Police Department.

Our department is a proactive, community service oriented department, dedicated to ensuring the safety of the citizens of Topsfield. We strive to be seen in the neighborhoods and feel police visibility within your neighborhood is paramount to preventing and reducing property crimes such as burglaries and thefts. I write this every year because of the importance of this directive. Our officers take pride in ensuring your safety in all aspects of police work.

This past year we've seen the addition of a dedicated second in command with the promotion of Det. Sgt Gary Hayward to Captain. This position enhances the departmental command structure and adds a non-union position to administration.

Our department finally achieved departmental certification and accreditation status from the Massachusetts Police Accreditation Commission. It is a great honor and was achieved through the hard work of many people, but the one most responsible was Sgt. Neal Hovey who served as our accreditation manager and worked many tireless hours to achieve this award.

ESSEX REGIONAL EMERGENCY COMMUNICATIONS CENTER

Major changes are coming for the Essex County Regional Emergency Communication Center. (ECRECC). The Massachusetts State 911 department has agreed to take over the operation of the facility starting in July 2019. This of course has resulted in some challenges for the member departments as we work closely with the State

and the Sheriffs Department during this transition to ensure the highest level of service for our community.

DEPARTMENTAL RECOGNITION

Accreditation Manager Sgt. Neal Hovey

The Topsfield Police Department reached an enormous milestone this year when they joined the elite ranks of being an accredited police department. The Topsfield Police department is now among only 77 agencies that are accredited within the Commonwealth of Massachusetts. The Massachusetts Police Accreditation Commission (MPAC) uses Commission on Accreditation for Law Enforcement Standards (CALEA), which are national standards based upon best practices. The standards reflect the best professional practices in police management, administration, operations and support services.

The Accreditation Program is a voluntary assessment in which an independent assessment team verifies that our Department meets the Commission standards. The Department initially became certified on June 5, 2018. The Certification Program consists of 159 standards, all of which are mandatory. This assessment was a two-day process in which four assessors verify that we meet or exceed all of the mandatory standards. It is the policy of the Commission that agencies must successfully achieve certification before being assessed for accreditation.

On October 24, 2018, the Department received their Certificate of Accreditation. The Accreditation Program consists of an additional 98 mandatory standards and a minimum of 69 optional standards, totaling 326 standards. This assessment was another two-day process in which four assessors verify that we meet or exceed all of the mandatory and optional standards. The accreditation signifies that the Topsfield Police



Topsfield Police Department Accreditation Award

Department demonstrated its commitment to police excellence by living up to a body of progressive standards to ensure that the delivery of police services within the Commonwealth is at the highest level of professionalism and integrity and having reflected the best professional police practices.

The benefits of being an accredited police department are vast and includes: providing quality assurance, providing a means of an evaluation of the agency's operations, enhancing the reputation of the agency and promoting public confidence in it, promoting accountability among agency personnel, providing a basis to correct deficiencies and minimizes an agency's exposure to liability and building a stronger defense against lawsuits.

BUILDING UPGRADES

Repairs were completed on the slate roof and window trim resulting in rotted wood being replaced around the windows and garage doors. Painting was completed on the exterior trim, windows and fire escapes. Major landscaping was also completed that reduced water issues within the building. A new sign was completed for the department by Captain Gary Hayward.

Internal repairs replaced sections of the old cast iron waste pipe and replacement of the old porcelain cell toilets with new stainless steel. As always, a special thanks to Essex County Sheriff Kevin Coppinger who allows his inmates to complete the projects at very little cost to the Town saving many thousands of taxpayers' dollars.

TRAINING DIVISION

Sgt. Neal Hovey

The Topsfield Police Departments Training Division conducted more than 116 hours of in-house training for the members of the department during FY 2018 in programs such as Legal Updates, CPR, First Aid, Stress Stigma and Survival, Procedural justice, Violent Extremism, Integrating Communications and Tactics (ICAT), Active shooter and Hostile Events Response (ASHER), Firearms, Use of Force, Taser Training, Stop stick Training and Regional Active Shooter Training with Boxford Police, Middleton Police, Boxford Fire, Middleton Fire, Topsfield Fire Department, Massachusetts State Police and Essex county Sheriff's Department. The department is very fortunate that many of the members of the department have obtained instructor status in a variety of subject matters from the Massachusetts Municipal Police Training Committee. This allows the department to certify and re-certify the members of the department

annually without seeking outside instructors and/or attending outside training to meet the minimum training mandates per year. Some of the subject matter that the members of the department have obtained instructor status in are: Firearms, CPR/First Aid, Legal Updates, Tasers, Less Lethal Shotgun, Use of Force, Active Shooter, Dynamics of Addiction, Effective Interventions with People with Alzheimer's, Youth Issues, Stop Sticks, Witness Identification, Fair and Impartial Policing, Applied Patrol Procedures, Integrating Communications and Tactics, Stress Stigma and Survival, Procedural Justice, Active Shooter and Hostile Event Responses (ASHER), Citizens Response To an Active Shooter and Hostile Event (CRASHE), and Alert, Lockdown, Inform, Counter Evacuate (ALICE) Training which is a civilian response training for all organizations.

The training division in conjunction with the Tri-Town School Administration and the Topsfield Fire Department conducted ALICE training for all teachers and administrators of the Steward and Proctor Schools. The training was a two-part program in which the first session consisted of a power point presentation on the philosophies and theories of ALICE and the second part was a practical session in which the staff was put into three different scenarios in which they had to respond, based on the situation and information provided. The training division also worked in conjunction with the Collaborative School on Boston Street in conducting two active shooter drills with the faculty and the students.

The Training Division also conducted one Firearms Safety Refresher Class and two Firearms Safety Programs in which the participants received their Firearms Safety certificates.

TRAFFIC SAFETY DIVISION REPORT

Sgt. James Bonfanti

The Topsfield Police Departments Traffic Safety Division is dedicated to maintaining and improving the safety of roadways throughout Town. In 2018, our department conducted 2,996 selective enforcements in various locations including, but not limited to Campmeeting Road, Salem Road, Central Street, Wenham Road and Pine Street. The Traffic Division also conducted a total

of 1,806 motor vehicle stops for a wide variety of motor vehicle infractions. Due to the work of the Traffic Division, motor vehicle accidents totals have decreased for the second straight year. Also, this year, we have increased the implementation of the Traffic Division's speed sign, which makes motorists aware if they are traveling at speeds above the posted limit by displaying their current speed. This allows drivers to take corrective measures on their own if need be. In addition to the department's speed sign, the Traffic Division has also increased the use of our speed spy. The speed spy device records an abundance of valuable, bi-directional data including, date, time, traffic count, speed and calculating speed percentile. This allows the Traffic Division to conduct speed surveys and proactively identify problematic areas that may need additional attention and increased police presence.

The Topsfield Police Department understands that traffic concerns on roadways and neighborhoods can be an ongoing issue throughout the year. Please feel free to contact Chief Haglund directly with any comments, questions or concerns.

COMMUNITY NOTIFICATION SYSTEM

The Topsfield Police Department is sending all Citizens Information Alerts and Advisories through Essex Regional Alerts, which is the Town's emergency communication notification system. The notification system is being provided as part of our commitment to the Essex County Regional Emergency Communication Center.

Your Public Safety agencies and Town Government will now be able to contact all residents of the Town through the land line and mobile phone communications network.

Residents are encouraged to sign up with "Essex Regional Alerts" for mobile emergency alerts and notifications. Your account can be customized so you receive the information that matters most to you. Whether it is where you live, work, or have friends or family throughout the country, the information is immediately available to you over your mobile phone, email and computer. You can sign up at our website www.topsfieldpolice.com.

The Topsfield Police Department is on Facebook. All our alerts and notifications will be distributed through Essex Regional Alerts and Facebook. Please continue to follow us.

BASIC FIREARMS SAFETY CLASSES

The Topsfield Police Department continues offering our firearms safety program that fulfills the Massachusetts requirement before residents can apply for a Firearms Identification Card or License to Possess or Carry a handgun. There is a fee of \$50 for Topsfield residents and \$75 for nonresidents for the program. As of this writing, over 380 people have successfully completed the course. We will make periodic notifications throughout the year as to when the classes will be offered.

SCHOOL SAFETY PROGRAMS

School Resource Officer Report

Topsfield Police Detective Kelly Pickering continued her role for the 4th year as the Topsfield Police Department's School Resource Officer (SRO) assigned to Masconomet Regional for the 2017-2018 school year. Det. Pickering is one of three SROs involved at Masconomet Regional with other SRO's coming from the other member town police departments. These SROs include Middleton Police Detective Adam Maccini and Boxford Police Officer Brooke Dechene. The SRO program is coordinated and overseen by Boxford Police Chief James Riter in conjunction with other Tri-Town Chiefs of Police, Chief Evan Haglund from Topsfield and Chief James Digianvittorio from Middleton. Steve Burt, Masconomet's Director of Security & Crisis Response, is the primary point of contact for the SROs and the school administration liaison for law enforcement.

The SROs are present at Masconomet every day of the week as their schedules and departmental operational needs allow. Detective Pickering had an increased presence this past year due to solely assuming the SRO role for the Topsfield Police. As a result of being on site and more readily available, Detective Pickering was able to assist school administration in a timely manner with the handling of several incidents that required police involvement.

SRO programs in schools are common nowadays, but they are an important and an integral part of the mis-

sion of keeping schools safe. Presence and availability are the keys to a successful SRO program. It's about building relationships, trust and establishing rapport with students and staff alike. It's important for students and staff to feel comfortable talking to the police, sharing information and having interactions that are not confrontational or incident driven. The SROs are in the schools to partner with students, staff and parents to promote safety and a positive culture. This is done through visibility and approachability. As such, Detective Pickering plays basketball and soccer against the 8th graders during the Faculty vs 8th grade girls and boys teams, attends dances, football games, proms, pep rallies and freshman orientation. Detective Pickering has been very proactive in this regard, keeping in touch with day to day activities as well as staying on top of trends that put our youth at risk.

Drug Abuse & Resistance Education (DARE) Report

The DARE program had yet another successful year with the 6th grade students of Proctor School. The DARE program has been running for 27 years discussing important topics such as alcohol, tobacco, marijuana, bullying, stress, social media, and knowing how to make safe and responsible choices. Last year's 6th grade class consisted of 4 classes with approximately 85 students. This program runs for 10 weeks and creates a tremendous bond between the students and the Topsfield Police Department. From week one, students are ensured that if they need help, our station will be open 24 hours a day and 7 days a week. By the end of the program, students can feel confident that Topsfield Police are here to support and guide them in the right direction at any point in their lives. The bond between the students and police officers builds trust and confidence and strong relationships, ensuring a positive future of responsible decision making.

Although the DARE program spends most of its time discussing important topics, it also sets aside time to discuss questions and concerns directly from the students. Throughout the week, students have the option to write down questions anonymously and put them into a DARE box. At the beginning of each class, the DARE Officer answers each question and discusses the

important topics to the students. By allowing students to express their questions and concerns, we are making sure important topics are discussed that may not be in the curriculum. Having these questions submitted anonymously helps the students come forward and ask questions they may not want to ask in front of their classmates. Each lesson consists of an open discussion and allows the students to think their way through many situations they may face in the future. The program expresses the dangers that students could see in the future and how to recognize a problem before it gets too far along. It discusses real life situations and magnifies the fact that one poor decision could lead you down a long road. The DARE program receives tremendous support from the Town of Topsfield and Proctor School and has been a success year in and year out. Teenage students have a tremendous amount of stress in their lives and the DARE program ensures effective options when dealing with their stress and decision making.

CITIZENS POLICE ACADEMY

This 10-week interactive program is designed to give citizens a better understanding of what the police department does and how it operates, increasing the bonds of understanding and cooperation as well as having fun. If you are interested in participating in our next Academy, visit our webpage at www.topsfieldpolice.com/citizenspoliceacademy.html or drop us an email at ehaglund@topsfieldpolice.com and we'll add you to the list.

ELDER AFFAIRS

Det. Kelly Pickering

The mission of the Topsfield Elder Affairs is to offer outstanding programs and services that provide for the physical, social, and emotional needs of our adults by assisting them to lead independent, stimulating, and self-reliant lives as members of the community. There are many programs offered at Topsfield Elder Services designed to keep seniors safe, knowledgeable, active, and secure in their homes. They include supportive services, social and cultural events, education, legal, and financial assistance, transportation, health and fitness, information and referral, and recreation and safety.

Triad Tips is offered on the first Wednesday of each month as part of coffee and conversation. Some of the topics of conversation are: car fit, 911 disability program, operation safety net, financial crimes, and scams and fraud.

CRIMINAL INVESTIGATION DIVISION REPORT

Capt. Gary Hayward

The Criminal Investigation Division received numerous reports of fraud and attempted fraud. Residents were victims of identity theft and their information was fraudulently obtained through telephone calls, emails, and the internet. The perpetrators of these crimes are extremely difficult to identify. Educational awareness is the key to fraud prevention and the minimization of overall victims.

Our division also received reports of motor vehicle larcenies and residential breaking and entering. These crimes against the property of our residents are crimes we investigate aggressively. Increased patrols and the check of suspicious persons and vehicles help prevent these crimes against a person's property. This past fiscal year, detective's successfully solved a residential break where the suspect was identified and brought to justice. Detectives are actively investigating two fatal motor vehicle accidents that occurred this past year. Also, a non-fatal shooting incident that occurred in a residential neighborhood is currently being investigated. The Criminal Investigation Division does not believe the severity of these types of incidents will be a common occurrence in our community.

The daily objective of the Criminal Investigation Division is to gather information and intelligence from a variety of sources and to disseminate the information and intelligence to patrol officers in a timely manner. This objective has proven to be valuable in proactive policing for crime prevention in our community.

This past year, our division welcomed Detective Brendan Gahagan and Detective Kelly Pickering. Detective Gahagan and Detective Pickering have successfully

completed training in crime scene evidence recovery. The members of our Criminal Investigation Division are consistently sharing knowledge and information in order to successfully solve and prevent crimes in our community.

POLICE MOVIE NIGHT

Our annual Police Movie Night continues to be resounding success each year. It's a great time for the community and families to enjoy a movie on the Topsfield Common, meet the members of the police department and participate in various activities provided by our sponsors. Local and area businesses that continue to support and sponsor the event include the Institution for Savings, Topsfield Police Association, Topsfield Fair, Fiesta Shows, and Chunky's Cinema, making this a fun and

enjoyable event for the families of Topsfield. The date is usually the first Saturday after Labor Day so plan to attend next year and enjoy a great time for the family.

IN CLOSING

As always, I want to thank the citizens of Topsfield for your never-ending support for the members of our department. It's your commitment to us that provides us the motivation to serve you each day. For that we offer our sincere gratitude.

Respectfully submitted,

Evan E.J. Haglund,
Chief of Police



Major work was completed on the 80 year old Police Station.

TOPSFIELD POLICE DEPARTMENT 2017--2018 STATISTICS

	FY2018	FY 2017
Arrests	67	65
Motor Vehicle Enforcements		
Warnings	1677	2162
Citations	325	755
Criminal Complaints	47	53
Operating Under the Influence	18	28
MV Accidents	164	169
MV Selective Enforcement	2996	967
Domestics	19	18
Disturbances	15	21
Noise Complaints	59	16
Assaults (non-sexual)	2	5
Property Damage	10	3
Juvenile Related	45	21
Suspicious Activity	470	510
Medical Aids	495	486
Alarms	415	313
Animal Calls	170	243
Protective Custody	4	3
Building Checks	947	503
Theft of Motor Vehicle	0	1
Larceny from Motor Vehicle	15	1
Unlawful entry of Motor Vehicle	0	0
Larceny from Residence	0	1
Larceny of Bicycle	0	0
Larceny General	10	9
Burglary	4	1
Armed Robbery	0	0
Alcohol Related Incidents (not including OUI)	6	11
Homicide	0	0
Calls for Service	15392	17189
Total Calls	20012	18095

2018 POLICE AND FIRE ROSTERS

POLICE DEPARTMENT PERSONNEL

FULL-TIME OFFICERS

Chief Evan E.J. Haglund
 Capt. Gary Hayward
 Sgt. Neal Hovey
 Sgt. James Bonfanti
 Off. Steven Weir
(Retired Dec, 2017)
 Off. Shawn Frost
 Off. Joseph DeBernardo
 Det. Kelly Pickering
 Off. Dan Bell
 Det. Brendan Gahagan
 Off. Christopher Lippi
 Off. Justin Slattery

RESERVE OFFICERS

Sgt. John Hayward
 Off. Glenn Walker
 Off. Gary Wildes
 Off. James Gettman
 Off. Christopher Sanborn
 Off. Lawrence Nestor
 Off. James Dunn
 Off. Tyler Dechene
 Off. Timothy Glynn
 Off. David Ricci

SPECIAL POLICE OFFICER

Off. David Bond

EXECUTIVE ASSISTANT

Katherine Jackson

ADMIN. ASSISTANT

Jennifer Davis

FIRE DEPARTMENT PERSONNEL OFFICERS

Collins-Brown Jenifer, *Chief of the Department, Emergency Management Director****^
 Denault, Jr., Charles, *Captain, Training & Hazardous Materials Coordinator* **
 Moore, Darrell, *Captain* ^
 Ash, Thomas, *Lieutenant****^
 Brown, Conor, *Lieutenant****^
 Wood, Charles, *Lieutenant* *
 Wood, Donald, *Lieutenant**

FIREFIGHTERS

Ahern, David*
 Horne, Jeff*
 Bonaiuto, Michael** *
 Looney, Sean*
 Boyle, John**^
 McLaughlin, Robert*
 Brown, Charles*
 Moore, Scott*
 Coutremanche, Roland^
 Raasch, David*
 Dalissandro, Nicholas*
 Richard, Nicole**^
 DeBay, Steven
 Santosuosso, Jason
 Feltault, Jerome*
 Winfrey, Scott*
 Fontaine, Travis*
 Hallinan, Jonathan*
 Harper, Tamara*

SUPPORT STAFF

Lemiesz, Susan
Admin. Assistant
 Barrett, Johanna
Chaplain
 Medas, Michael Fr.
Chaplain

** Career
 * EMT=Emergency Medical Technician
 ^ EMTP=Paramedic

FIRE DEPARTMENT

Friends, I have contributed to the Annual Report for the Fire Department for the past 25 years in some manner. This is the first report that I am writing as Fire Chief and Emergency Management Director, having completed an entire year in this position. I wanted to thank the hundreds of people who supported me through the eight-month application process. I am humbled by your support and look forward to moving the Department forward in a safe and responsible manner. I thank Chief Ronald Henry Giovannacci, Chief Ronald Peter Giovannacci and Chief Richard Harris for their leadership, support and mentoring.

Committed to Community is not only the motto of the Topsfield Fire Department, but it is the framework that our culture is built upon. When a resident has a problem, and they don't know what to do about it, they call the Fire Department. We are an All Hazards Department. We are primarily made up of your friends and neighbors who live in the Town of Topsfield. Our firefighters live around us and are dedicated to the safety and well-being of the community. Personnel (two firefighters) are on duty at the station each day from 6AM – 6PM only. The Topsfield Fire Station remains closed to the public from 6PM – 6AM every day.

Topsfield still has an on-call Fire Department supplemented by two full-time firefighters on duty each day from 6AM until 6PM. Thirty-two percent of our emergency calls happen when the station is not staffed. We have cautioned our community leaders for many years that the Fire Department continues to struggle to assemble a sufficient number of firefighters in a timely manner, to respond to emergencies at night and particularly during peak family vacation times. This is

a national trend and not unique to Topsfield. Current management trends for Fire Departments are to look at planned shift work using call personnel to augment full time staff. Each year, our emergencies increase in numbers and in complexity. Topsfield continues to explore all options to provide service to our community at the most cost-efficient manner possible.

Our reliance on a Call Fire Department places our community and our employees at risk. Topsfield's Selectmen have begun to address this very important staffing issue by working with both collective bargaining units to compensate members for night time availability. We have implemented a program to reward personnel who respond at night. It has been met with limited success and we will continue to evaluate its effectiveness moving forward. Staffing at night must be addressed for the safety of our community. I am looking forward to working with all stakeholders to find a creative way to protect our town.

We continue to aggressively search for grants to subsidize our programs and modernize our firefighting and emergency medical equipment to better meet our community's needs. This year, Topsfield was fortunate in receiving the following Grants:

SAFE Grant for elementary school education	\$3,500
Senior SAFE Grant for fire prevention education to Seniors	\$1,800
Volunteer Firefighter Grant	\$636.85
Child passenger safety grant	\$2,625
Energizer Battery Grant	336 9V batteries
Emergency Planning Grant	\$2,460

PERSONNEL CHANGES

Captain Charles R. Denault Jr. retired this year after serving the Town of Topsfield in the Fire Department for over 35 years. He started as a call firefighter in 1982 and on August 9, 1992 was hired as a fulltime firefighter. He moved through the ranks becoming a Captain. He was an EMT Basic and Intermediate and loved serving his community. He also served as a member of the Town Hall Building Committee, the Wallace Kneeland Committee, a Masco Youth Football Coach and a founding member of Local 3250 among many other roles. We wish him well and great health during his retirement.

Lt. Donald Y. Wood – Don comes from a family of firefighters. Following in the footsteps of his father and brothers, he joined our department on October 5, 1989. Don rose to the rank of Lieutenant as a call firefighter and was an EMT Basic and Intermediate. He has retired after 28 years of service to our community. We wish him and his family a retirement of good health and happiness.

Firefighter Jerome J. Feltault retired this year after serving as a Call Firefighter / EMT since April 2002. We are grateful for his service to our community and wish him well in retirement.

New Hires

John Boyle is an EMT from Hamilton who is in the final stages of paramedic school. He is certified Firefighter I / II and was a member of the Ipswich and Essex Call Fire Departments. He replaces my position and we believe he will be an asset to our Department for years to come.

Michael Bonaiuto is an EMT from Ipswich who is in the final stages of paramedic school and has joined as a call firefighter. He is certified Firefighter I / II and was a member of the Ipswich Call Fire Department.

Steven DeBay is an EMT from Danvers who joined as a call firefighter. He had experience in a private ambulance service. He graduated from the Call Volunteer Fire Academy and left our department in the same year to pursue other employment opportunities.

Jonathan Hallinan, an Ipswich resident and District Fire Patrolman for the Massachusetts Bureau of Forest Fire Control, joined our Department. We look forward to developing our skills with his experience in wildland / urban interface.

Robert McLaughlin, a Topsfield resident we first met when we assisted in the delivery of his daughter in his home, has joined the department as a call firefighter. His background in construction management will undoubtedly assist us on the fire ground.

David Raasch joined our department on April 2, 2018, as an EMT in paramedic school and a graduate of the Fire Academy. He left the Department on May 22, 2018 after relocating out of our response area.

Nicole Richard hired to fill the vacancy when Captain Denault retired, left our department on July 23, 2018 for personal reasons.

ACCOMPLISHMENTS

Charles B. Wood was promoted to Lieutenant after performing as Acting Lieutenant for several years.

Conor P. Brown and Thomas J. Ash were promoted to Lieutenant after a thorough competitive process.

Firefighters Nicholas Dalissandro and Firefighter Steven DeBay graduated from the Massachusetts Call Volunteer Fire Academy and achieved their Firefighter I / II certification.

Firefighter Jonathan T. Hallinan and Firefighter Robert McLaughlin completed their EMT training and became Nationally Registered EMTs.

Firefighter John Boyle became a Certified Car Seat Technician able to inspect and install child passenger safety seats.

Several members of the Department were awarded the Northeast Emergency Medical Services, Inc. Region III award for Outstanding Contribution to EMS, Region III in specific to the very successful resuscitation of bicyclist Aaron Herman who suffered a cardiac arrest while exercising in Topsfield.

**REPORT OF THE TOPSFIELD EMERGENCY
MANAGEMENT AGENCY**

Quinn and Riley storms impacting Topsfield on March 1-4 created havoc throughout the Town. Skylar was the third nor'easter in two weeks with heavy snow and damaging winds March 12-14, with unprecedented rain, wind, snow and power outages. Once again public safety officials rose to the challenge and worked tirelessly to keep roads open and emergency services accessible. We are currently in the process of completing paperwork for reimbursement for 75% of the costs of these two storms.

All local Government employees must be trained in National Incident Management System (NIMS) procedures according to federal regulation.

Our Comprehensive Emergency Plan is a document that we modify each year in different areas as required by the Massachusetts Emergency Management Agency. This document illustrates how Topsfield's emergency agencies would respond to a local emergency or regional disaster. Our Emergency Management Team meets monthly year round to work together to ensure a consistent and comprehensive approach to emergency management.

The Topsfield Fair represents the single biggest event held in Town annually. It is a challenge to manage from a public safety perspective because of the number of variables involved in its operation. The 2017 Fair was a busy time for the Topsfield Fire Department. In addition to our usual Town activities, members responded to 215 incidents related to the Fair itself. These incidents included requests for medical assistance (50), motor vehicle lock outs, mulch and trash fires, and inspections of bunk houses, generators, and LPG. We participated in daily security sweeps with our law enforcement partners. Our Emergency Management Team meets regularly with the management of the Topsfield Fair and Dean and Fiesta Shows to ensure a safe Fair.

**REPORT OF THE REGIONAL EMERGENCY
COMMUNICATIONS CENTER**

Topsfield emergency communications and 911 dispatch operations are being conducted by Essex County Re-

gional Emergency Communications Center located on Manning Avenue in Middleton. Topsfield, along with the other 4-member communities and the Essex County Sheriff's Office, are privileged to be one of the first Regional 911 call centers in Massachusetts. The telecommunicators in this facility answer all 911 calls for the current members (Topsfield, Essex, Middleton, Amesbury and Wenham) as well as all wireless callers (cell phones) for the 34 cities and towns in Essex County and 32 communities in Middlesex County and 3 in Suffolk County. We greatly appreciate the cooperation of our partner communities in this remarkable public safety communications program. The public safety agencies in Topsfield have transitioned from NIXLE Notifications to Essex Alerts powered by Swift 911. Essex Regional Alerts are a value added service provided by the Essex County Regional Emergency Communications Center to provide timely emergency and non-emergency notifications.

Emergency Notifications

These are critical notifications of life safety events that may require persons near the event in question to take specific life safety actions. Examples may include evacuating a specific area, refraining from accessing a particular area, shelter-in-place, or lockdown. The specifics of each scenario may be different, so residents are encouraged to read or listen to instructions carefully and refer to their local Emergency Management Agency for more information.

Non-emergency Municipal Information

From time to time, local municipalities may choose to distribute non-emergency information relevant to each particular town. Such information may include parking bans, transportation issues, major local events, anticipated traffic disruptions, changes to hours of town services, etc.

Severe Weather Information

The National Weather Service issues watches, warnings, and advisories from time to time. Essex Regional 911 makes many of these pertinent notifications available automatically for all of Essex County by following on Twitter. You can also sign up to receive only the severe

“warnings” by subscribing to the “Essex County MA Severe Weather List” through the portal. These alerts are delivered via email and text only.

You may also subscribe to the “Essex County MA Urgent Life Safety Notifications” list which will not provide severe warnings such as winter storms, etc., but will notify you of some alerts which require immediate action for life safety. These are delivered by phone, text, and email.

Everyone is encouraged to subscribe to or receive these alerts and notifications.

REGISTRATION INFORMATION

- 1) Sign up for an account at <https://www.ecrecc.org/alerts>.
- 2) Once registered, login to the portal.
- 3) Once logged in, click “add subscriptions” and select the lists you wish to subscribe to.

If you are using a mobile device or tablet, you may be directed to the app store.

REPORT OF THE TRAINING COORDINATOR

Lt. Conor P. Brown

Topsfield Firefighters continue to train on a regular basis. This year, they completed over 755 hours of training during our scheduled department training as well as hundreds of hours of in-house training while on duty. Teaching is led by our own instructors as well as instructors from other towns and the Massachusetts Fire Academy. In the past 12 months, the Fire Department has held 194 training sessions. This training included Fire Control and Extinguishment, Active Shooter Training, Water Rescue, Hazardous Material Emergencies, Medical Calls, and Driver Training. We are fortunate that many of our Firefighters are certified instructors in several topic areas. Calls for service are varied in their nature, and our response has become an all hazards approach. Training must reflect the nature of our responses. Due to the schedules of our Call Firefighters, classes have to be offered several times to adequately cover the training subjects. Dozens of Topsfield residents were certified in CPR and First aid by members of our Department.

PUBLIC EDUCATION

Topsfield Fire Department works closely with Topsfield Police and the administration and staff of all schools in Topsfield. We participate in monthly safety meetings, open discussion time and regular education in the schools regarding fire safety. Regular CPR, First Aid and babysitting classes are held throughout the year at the Topsfield Fire Station.

STUDENT AWARENESS AND FIRE EDUCATION

Work-a-Day

Topsfield Fire Department participates in an annual rite of passage of the sixth graders in the Proctor School. Each year two or three youngsters spend the day learning about one of the greatest jobs in the world. They perform inspections, learn about emergency medicine and get to wash big trucks. The highlight of the day is returning to Steward School to conduct a fire drill, they enjoy being on the enforcement side of the drill!

EXPLORERS

Exploring is an interactive, worksite-based, career education program of Learning for Life, an affiliate of the Boy Scouts of America (BSA). Participants in the program are called Explorers and previously Explorer Scouts. The program serves young men and women who are 14 through 20 years old. Explorer Posts are sponsored by local businesses, government agencies, and non-profit organizations, and usually focus on a single career field, but can also introduce youth to a variety of career fields within a single unit.

Prior to 1998, the Exploring program was the main BSA program for older youth and included posts with an emphasis on outdoor activities, which are now part of the Venturing (Venture Scouts) program. The Topsfield Fire Explorers are a group of high schoolers who have an interest in the fire service and public safety. Explorers is open to anyone age 14-21 and has completed the eighth grade. Topsfield Explorers train with the fire department and obtain CPR and First Responder certifications.

SENIOR AWARENESS AND FIRE EDUCATION

Lock Boxes

The Topsfield Fire Department Lockbox Program is

designed to allow for Firefighters to gain faster access and to limit damage to homes and businesses during emergencies when no one is available or physically able to open the door.

The box itself is a thick steel box that has a locking faceplate on the front of it. This box is mounted to the home in a specific location so that during an emergency, the Fire Department can immediately use the keys locked inside of the box rather than causing damage to the structure in order to gain entry. The only keys to the lock boxes are controlled by the Fire Department. During an emergency, every second counts! The Fire Department has a number of these boxes available to seniors in town. Please call if you would like one.

Triad

The Essex County Triad is a community safety initiative that focuses on empowering, educating and improving the safety, security and peace of mind of the senior population. The goal is to reduce criminal activity, that targets seniors, providing presentations and activities that will build confidence and improve quality of life and enhance the delivery of public safety services to the senior population. The Topsfield Triad is made up of members of the Topsfield Fire and Police Departments, the Council on Aging, the Essex County Sheriff's Department and members of the community. This year, we as a group, have sponsored a number of initiatives including clutter drop off, Car Fit, and our time-tested File of Life Program.

SPECIALIZED COMMUNITY SERVICES:

Sharps Drop Off

Topsfield Fire Department participates in a joint effort with the Topsfield and Boxford Boards of Health to decrease the incidence of used hypodermic syringes in the waste stream. Proper disposal of these items is important for the safety of our trash collectors as well as the general population. Residents with sharps stored in appropriate containers may drop them off in the red collection box outside of the Fire Station. Replacement sharps containers can be picked up at the fire station at no charge.

Car Fit

The Car Fit Program is a joint venture between the American Occupational Therapy Association, AAA and the AARP. CarFit is an educational program that offers older adults the opportunity to check how well their personal vehicles "fit" them.

The CarFit program also provides information and materials on community-specific resources that could enhance their safety as drivers, and/or increase their mobility in the community.

Older drivers are often the safest drivers in that they are more likely to wear their seatbelts, and less likely to speed or drink and drive. However, older drivers are more likely to be killed or seriously injured when a crash does occur due to the greater fragility of their aging bodies.

Driver safety programs improve adult driver safety by addressing cognitive abilities and skills, however, older drivers can also improve their safety by ensuring their cars are properly adjusted for them. A proper fit in one's car can greatly increase not only the driver's safety but also the safety of others.

Topsfield Fire Department is fortunate to have a licensed Occupational Therapist who has been trained in the Car Fit Program. Seniors can call the Fire Station to schedule their evaluation.

Child Passenger Safety Seats

We continue to install and inspect child passenger safety seats for families from all over the North Shore and southern New Hampshire. Motor vehicle injuries are a leading cause of death among children in the United States. But many of these deaths can be prevented. Buckling children in age and size appropriate car seats, booster seats, and seat belts reduces serious and fatal injuries by more than half.

Safety Net

Topsfield Fire Department developed a County-Wide response plan to find missing persons using the Safety Net Technology. Caring for a loved one who wanders

is a considerable responsibility. Nothing is more frightening than the thought of a loved one with autism, Alzheimer's, or other cognitive impairment becoming lost. Proven SafetyNet Tracking™ Systems technology helps public safety agencies quickly find and bring your loved ones home. It provides you with additional protection and peace of mind to keep your loved one safe. Topsfield Fire Department is proud to offer this service to our community to provide a tool in keeping our residents safe in their homes.

REPORT OF THE FIRE PREVENTION OFFICER

The Topsfield Fire Department has taken a proactive role in the education of our residents and businesses in the area of Fire Prevention. Fire prevention is one of the most unrecognized roles which the public sees the Fire Department perform but it's one of the most important. The Department places a high priority on fire prevention. All full-time staff have obtained State credentialing at the Fire Prevention Officer Basic level and attend regular code enforcement classes. As part of the Department's comprehensive approach to fire and life safety, fire prevention plays a major role in preventing injuries and death. Looking through the years, major changes in fire prevention laws have been preceded by a large loss of life fire or tragedy. Annual inspections are completed to all businesses. Quarterly inspections and fire drills are held at all schools in the Town as well as the local skilled nursing facility. We strive to promote cooperation and information sharing between our citizens, the business community, contractors, and the Massachusetts State Fire Marshal's Office. This collaboration puts the safety of our citizens and our Firefighters in the forefront with the most current standards.

New development in commercial and residential properties continues within the Town. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits, and fire education programs, there has been an intensive involvement of the Topsfield Fire Department in our Town. Commercial and large residential construction projects require many steps including site plan review. This considers requirements such as apparatus access, water supply,

exposure to other structures, type of occupancy, etc. That is followed by meetings with Fire Protection Engineers to discuss fire alarm, fire suppression and fire alarm connections and the issuing of proper permits in conjunction with the Building Inspector. Once the project is started, on-site inspections are required to keep track of progress and ensure adherence to codes. The Certificate of Occupancy is issued by the Building Inspector once all final inspections are completed.

The adoption of a model code sets the stage for a code that is adaptable to new technologies and emerging trends, while also being easily maintained going forward. It taps into the depth and expertise of the National Fire Protection Association's voluntary consensus code development process. One example of this is the stronger, more comprehensive chemical process safety provisions in NFPA 1 than those initially adopted by the Board of Fire Prevention Regulations in the wake of incidents including the 2006 Danvers chemical plant explosion.

This adoption reflects many years of work consisting of constituent input, community outreach and stakeholder collaboration. Firefighters worked diligently to learn the new code and several members attended training to understand how to navigate and enforce it uniformly across the Commonwealth.

For residents of Topsfield, hold open clips that will start to appear at self-service gas stations are the most noticeable change resulting from the revised code. Modern vapor recovery technology in both motor vehicles and dispensing equipment has minimized the likelihood of fires started at the fill pipe when static electricity ignites gasoline vapors. Spills are less likely to occur with well-maintained dispensing equipment that have hold open clips (or latch open devices) than when people illegally stuff a gas cap under the nozzle. Gas station attendants are still required to halt unattended fueling or fueling while the engine is running. While the clips are a convenience, it does not mean that the fueling process can be left unattended.

The Topsfield Fire Department was awarded a grant from the Department of Public Health to install smoke

detectors free of charge in the homes of senior citizens. Several residents have benefitted from this program. Contact the Fire Department if you would like to have your home assessed and new smoke detectors installed.

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$42,150 in damages. Cause and origin of the fires varied. We would like to thank our colleagues at the Massachusetts State Fire Marshal's Office for their assistance in investigating a number of incidents.

During this fiscal year, the Topsfield Fire Department issued 877 permits, depositing over \$21,090 in the General Fund of the Town.

We performed 736 Inspections this year including:

Walk through for 26 F and	
Smoke Detectors for 26 F ½	175
Annual Building Inspections	219
Lockdown, School and	
Bus Evacuation Drills	6
Common Victaller Inspection	13
Fire Drills	11
LPG Inspection.....	100
Oil Tanks and new oil lines	18
Oil Tank Removal	14
Oil Burner Installation	29
Final Smoke Detector Inspections	15
Other inspections	136

Incidents:

Fire	78
Medical Aid	650
Haz-Mat	103
Inspections/Service Calls and other	1,307
Good Intent	85
Fire/Sprinkler Alarm System Activations ...	201

The theme for this year's Fire Prevention Week, "Every Second Counts: Plan 2 Ways Out", emphasizes creating a fire escape plan for your home and business. Each year in October since 1922, the NFPA has sponsored the fire

prevention campaign to emphasize the importance of fire safety to inspire individuals to take action to prevent fires and avoid the deaths, injuries, and destruction they cause. Smoke alarms can make a life-saving difference in a fire, but they need to be working. Unfortunately, many home fire deaths result from fires where a smoke alarm is present but does not operate. This year's Fire Prevention Week theme focused on motivating people to test their smoke alarms each month to make sure they're working properly.

The Topsfield Fire Department actively participates in the Student Awareness of Fire Education (SAFE) Program and the Senior SAFE Program. Educators review age appropriate strategies for fire safety throughout the school year. Students tour the fire station during field trips related to "community helpers". The third grade participated for the fourth time, in a written evaluation of the program. Scores obtained this year will help set goals for next year's program with the ultimate goal to have our children learn fire and injury prevention techniques to become safer adults. We have done training with seniors on fire and fall prevention, fire extinguisher training, and education and distribution of carbon monoxide detectors and night lights to participating seniors.

EMERGENCY MEDICAL SERVICES REPORT

John Boyle, EMS Coordinator

The Topsfield Fire Department remains committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2017, through June 30, 2018, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During that time, there were 650 requests for medical assistance. In addition to the calls for service, Topsfield Firefighters continued to complete advanced training, specialty certification, as well as maintain their required certification. Emergency Medical Services in Topsfield are monitored by a Department of Public Health Approved Service Zone Plan. Due to night time staffing, we have not been able to meet our standards for response time of less than six minutes, ninety percent of the time. Our lack of a guaranteed response and extended response time due

to the unmanned station delay patient care that could lead to an adverse outcome.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 194 child safety seats during this reporting period. The Department also continues to work closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services, to help ensure that our elderly residents are safe in their living environments. The Topsfield Fire Department continues as a licensed ambulance service at the Paramedic level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering from a large variety of medical conditions, including diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress, will benefit from the ability of the Topsfield Fire Department Paramedics and the care that they can provide. Members of the Topsfield Fire Department continue to participate in training to ensure

proficiency of skills and to receive instruction on state-of-the-art evaluation and treatment techniques, as well as changes to existing treatment protocols. We know, without question, that people's lives have been saved by the tremendous efforts of our Topsfield Firefighters. Due to the increase in medical emergencies, the Topsfield Fire Department generated \$88,519.95 in revenue from 104 ambulance transports. All ambulance fees are returned to the Town of Topsfield's General Fund.

The Emergency Medical Services branch of our Department participates in in-house and regional quality improvement programs. Several members of our Department provide training and instruction to other organizations due to their training and expertise.

The Topsfield Fire Department is committed, and will remain committed, to providing quality service to our community.

Respectfully submitted,

Jenifer Collins-Brown, *Chief of the Department*



PHOTO BY OLIVIA GATTI

"Topsfield Fire Trucks on the Common"

INSPECTIONAL SERVICES

The Inspectional Services Department is dedicated to administering and enforcing the Public Safety Codes of the Commonwealth of Massachusetts with respect to all building and structures within the Town of Topsfield in a professional, uniform and consistent manner.

Respectfully submitted,

Glenn Clohecy, *Inspector of Buildings*

John Thompson, *Electrical Inspector*

Stanley Kulacz, *Plumbing/Gas Inspector*

FY/18 REPORT OF THE INSPECTOR OF BUILDINGS		
Total Building Permits Issued	339	
Total Fees		\$ 677,122.00
Waived Fees (Public Buildings)		\$ 509,245.00
Total Fees Collected		\$ 167,877.00
Total Sheet Metal Permits Issued	18	\$ 2,115.00
Waived Fees (Public Buildings)		\$ 150.00
Total Fees Collected		\$ 1,965.00
FY/18 REPORT OF THE ELECTRICAL INSPECTOR		
Total Electrical Permits Issued	273	
Total Fees		\$131,554.00
Waived Fees (Public Buildings)		\$101,825.00
Total Fees Collected		\$ 29,729.00
FY/18 REPORT OF THE GAS/PLUMBING INSPECTOR		
Total Gas Permits Issued	126	
Total Fees		\$ 11,460.00
Waived Fees (Public Buildings)		\$ 440.00
Total Fees Collected		\$ 11,020.00
Total Plumbing Permits Issued	157	
Total Fees		\$ 15,397.00
Waived Fees (Public Buildings)		\$ 440.00
Total Fees Collected		\$ 14,957.00

BOARD OF ROAD COMMISSIONERS

Fiscal year 2018 will be remembered for a large number of storms, particularly in March, that resulted in downed trees and power outages. An early snowstorm in November caused cancellation of the monthly Road Commissioners meeting, and the storms continued through the end of the fiscal year. Significant effort was spent cleaning up storm debris from December through April. The Highway Department worked extensively with the Water Department to repair water main breaks and in preparation for the new water treatment plant being constructed on the grounds of the existing Public Works Facility.

ROAD MAINTENANCE PLAN

Kinsman Lane, Willowdale Road, North Street, part of Central Street, and Hill Street were designated for milling and resurfacing in FY18. A water main break on High Street added some paving work in that location in September. The remainder of the plan, with the exception of Willowdale Road, was completed by the end of October. Other road work included repair and pavement of Water Department trenches which accommodated new water transmission lines as part of the Water Treatment Plant project.

EQUIPMENT

A new Ford F550 dump truck, which had been approved by voters at Town Meeting, arrived in the summer along with a new brush tractor that replaced a 21 year old unit. In January the Highway Department lost the use of a 2004 International Dump Truck/Sander which was consumed by fire outside of the DPW building. Fortunately there were no injuries. The Highway Superintendent negotiated a short term lease on a truck as a back-up. Insurance covered the cash value of the burned truck

but not the replacement value. Town Meeting in May approved the remaining funds necessary to replace the truck.

OTHER ITEMS

With the assistance of Topsfield's State Representative Brad Hill, funding from the State for paving of Asbury Street arrived late in FY18, and the Department was able to accomplish the work during the month of June. While the Town had applied for State funding under the "Complete Streets" initiative to make improvements to the downtown infrastructure, we were notified in February that we were not chosen. A decision was made by the Board of Road Commissioners to repair the aging sidewalks and granite curbing in the downtown area in the upcoming fiscal year using State Chapter 90 funds. Separately, a paving program would be set up to pave Main Street and other streets downtown.

SUMMARY

By adhering to road plans to anticipate maintenance needs, the Highway Department is able to keep Topsfield's roads in good condition and minimize unplanned and emergency projects, although these do occasionally occur. The Department is grateful for the support and cooperation of all the Town departments for their assistance in making our efforts successful.

Respectfully submitted,

Philip Knowles – *Chairman*

Boyd Jackson – *Member*

Joseph Gibbons – *Clerk*

David Bond – *Highway Superintendent*

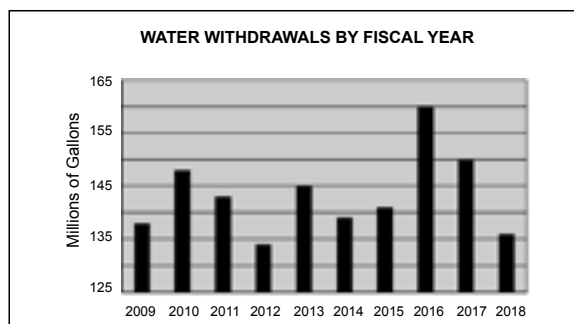
WATER COMMISSIONERS

WATER QUANTITY

One hundred thirty-six million gallons of water was withdrawn from our two well fields during FY2018. One hundred twenty-nine million gallons were taken from North Street and the remainder from Perkins Row. Withdrawals were split between sources to minimize manganese concentrations in the distribution system.

Mandatory water restrictions were implemented in mid-June due to low Ipswich River stream flow. The restrictions, which we expect will be required every year, normally begin in early July.

The Andrews Farm Water Company, located in Boxford, purchased water from us for a short period during the winter while their well was rehabilitated.



WATER QUALITY

Manganese levels at both sources stayed below action levels set by the Massachusetts Department of Environmental Protection. Despite this, discolored water was a regular occurrence in certain areas, particularly during hydrant flushing and water main breaks. We anticipate that water quality will greatly improve once the water

treatment plant is on line and the residual manganese sediment in the distribution system is flushed out.

SYSTEM IMPROVEMENTS

Water mains on Prospect Street and most of River Road were replaced in the Spring of 2018. This area had been prone to frequent water main failures. The improvement project replaced eight- and six-inch mains on Prospect Street and River Road, from South Main Street to Washington Street, with a new ductile iron twelve-inch main. This completes a new larger twelve-inch water main loop from the center of Town along Washington Street and back to the downtown on River Road and Prospect Street, greatly improving system reliability, water quality and fire flows in the area.

The construction of the water treatment facility began in August 2017 and continued through the remainder the fiscal year. The new transmission mains that convey water from the North Street and Perkins Row sources to the facility were installed in the Fall of 2017. By the end of the fiscal year, the plant's foundation, ground level slab and load-bearing masonry walls were completed. The plant is expected to be fully operational by the Spring of 2019.

BILLING, RATES AND CONSERVATION

Water rates were raised again to cover anticipated increased operating expenses and anticipated debt costs for the water treatment plant. Several smaller annual rate increases to ramp up to the anticipated debt service for a variety of capital projects, including the water treatment plant, is favored over one drastic rate increase as borrowing milestones are reached. So, several more years of increases are expected to meet the anticipated debt service.

Rate Item	FY2017	FY2018
Tier 1 (0-12,000 gallons quarterly)	8.90	10.45
Tier 2 (12,001-24,000 gallons quarterly)	10.55	12.40
Tier 3 (>24,000 gallons quarterly)	14.85	17.50
Base Fee (per quarter)	\$22.50	\$22.50

BOARD COMPOSITION

The Board was comprised of Philip Knowles as Chairman; Richard Stone as Clerk; and Mark Gallagher as Member.

RECOGNITION

We would also like to thank all of the Town Officials and Departments for their support, with special thanks to

our staff who work every day to keep our water pure and safe. In addition, special thanks to the Highway Department for their continuing help in operations and cooperation in completing water main related paving projects. Thanks also to the Finance Committee and the Board of Selectmen for their support.

INFORMATION – BOARD MEETINGS

If you have any questions or comments, the Water Department is located at the Public Works Building, 279 Boston Street, and is open from 7:00 A.M. to 3:30 P.M. Monday through Friday. Our regular monthly meetings are held on the second Wednesday of the month at 7:30 A.M. at the Public Works Building. Rate hearings are typically held in June. Visitors are always welcome.

Respectfully submitted,

Phil Knowles, *Chairman*



PHOTO COURTESY WATER DEPT.

The construction of the water treatment facility began in August 2017 and continued through the remainder the fiscal year.

ELEMENTARY SCHOOL COMMITTEE

SCHOOL COMMITTEE

Katrina Frere, *Chair* Term Expires 2019
 Meredith Sokolowski, *Vice Chair* Term Expires 2020
 Daniel Pallotta..... Term Expires 2019
 Charise Nulsen Term Expires 2021
 Jessica Steffens Term Expires 2020

LEADERSHIP TEAM

School Superintendent.....Dr. Scott Morrison
 Assistant Superintendent
 of OperationsSteven Greenberg
 Assistant Superintendent
 of Student Support ServicesMatthew LaCava
 Director of Curriculum..... Christine Elliott
 Director of Educational
 Technology Steve Guditus
 Director of FacilitiesStephen Clifford
 Principal, Proctor SchoolSarah O'Leary
 Principal, Steward School..... Carroll Willa

TRI-TOWN SCHOOL UNION VISION STATEMENT

The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem- solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.

In June, 2018, the Topsfield Elementary School Committee voted to adopt the following three year goals in line with the Tri-Town School Union Vision Statement.

2018-2021 SCHOOL COMMITTEE STATEMENTS OF GOALS AND INTENTIONS

Our Commitment to Our Educational Program

The School Committee will work to develop, explore, approve and support educational policy that reimagines the delivery of elementary education, with the goal of creating a foundation for students that will make them more resilient, socially intelligent, empathetic, and self-aware and prepare them for life and work in the 21st century.

Toward these ends, the School Committee will:

1. Prioritize students, student learning and student experience first in all things.
2. Encourage and support the solicitation of input from students to create a culture of learning for them that inspires, excites and motivates them.
3. Encourage and support the solicitation of input from teachers in all stages of educational program development.
4. Support and promote social-emotional learning programs as core teaching and learning practices in the Topsfield Elementary Schools. Work with administration to integrate these skills as a critical proactive component to school safety planning.
5. Work with administration and staff to identify and adopt innovative learning programs focused on developing collaborative skills, critical reasoning, and creative problem solving skills and a growth mindset in our students.

6. Provide age-appropriate and equitable access to technology that keeps pace with technological advances.
7. Undertake a formal evaluation of Topsfield's ability to offer 5-day kindergarten tuition free for all students.
8. Work with administration and staff to identify and integrate service-learning into our educational program.
9. Work with the administration to enhance the nutritional quality of food served in the schools and the cafeteria and lunch experience for all students.

Our Commitment to Family and Community Attention

The School Committee will develop an annual communication strategy across a variety of media that substantially improves community awareness and support of our educational and social programs and our vision for students and student learning.

Toward these ends, the School Committee will:

1. Support the development of a new website and mobile app to streamline communication between the Topsfield Elementary Schools, Tri-Town School Union and students and families.
2. Develop and implement a proactive and positive strategy for use of social media that will provide timely and relevant information to the community, while staying within MASC guidelines.
3. Establish community partnerships that create additional useful and relevant learning experiences for our students beyond the curricula delivered by teachers.
4. Work with the administration to create an inspiring culture for teachers and staff in which creativity and innovation are encouraged.

Our Standards for Leadership and Governance

The School Committee will work to provide continuity, leadership and support to the Tri-Town Union Superintendent for the implementation of and adherence to Topsfield Elementary School policy, while providing

useful and important information and transparency to the Topsfield community at-large.

Toward these ends, the School Committee will:

1. Develop a "New Member Guide" and orientation for new School Committee members to facilitate their transition onto the Committee.
2. Undertake regular policy reviews to ensure that Topsfield policies align with those of the Tri-Town School Union and Massachusetts Association of School Committees (MASC). Policy will be made available and easily accessible to the public online.
3. Engage the greater community in robust conversation about status and important challenges and opportunities through a much more consistent, compelling and wider distribution of communications than has been practice in the past.
4. Ask each School Committee member to commit to attend at least one other Town committee meeting per year.

Our Standards for Finance and Asset Management

The School Committee will provide clear and consistent guidance for the development of a sustainable and long-term Topsfield Elementary School budget that allows for innovation, growth and development of educational programs, improvements to facilities, updates to technology, and early attention to future capital needs.

Toward these ends, the School Committee will:

1. Proactively communicate budgetary needs and strategy consistent with its vision for student learning with Town boards and the larger community on a year-round basis.
2. Develop financial plans to forecast future budgetary guidelines and needs consistent with its vision. Where possible, the financial plan will also endeavor to align the Topsfield Elementary School budget with the shared vision of the Tri-Town School Union.

3. Support the implementation of a state-of-the-art computerized Student Information Management System.

CURRICULUM AND PROFESSIONAL DEVELOPMENT Curriculum

The Topsfield Elementary Schools maintain a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development: <http://www.tritownschoolunion.com/district/curriculum-0>.

During the 2017-2018 school year a new science curriculum, Inspire Science (iScience), was implemented across all classrooms in grades Pre-K to 5. The iScience program was implemented at the 6th grade level. The Tri-Town Reading Committee completed the development of reading units of study for grades K-2 and teachers began implementing the new units in the Fall of 2018.

Professional Development

Professional development is an investment in our educators to help give them the skills and tools to deliver the best service possible to our students. Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered:

- Social and Emotional Learning in the Classroom
- Pedagogy / Best Instructional Practices
- Mindful NOT Mind Full Course
- Solving for "Why": Best Practices in Mathematics Instruction

In addition to courses, teachers have been engaged in various workshops to improve and enhance their professional skills. Although not exhaustive, the following describe many of the key workshops offered during the past year.

- Co-Teaching
- Summer Teacher-to-Teacher Planning Project for Co-Teaching Teams
- Teaching English Language Learners with Language Based Learning
- Disabilities
- English Learners in the Mainstream Classroom

- Strategies in Teaching and Supporting Students with Anxiety
- Project Based Learning Grades K-2
- Project Based Learning - Grades 3 through 6
- Master Mentor Sentences, Grades 3-5: Teaching Grammar Authentically through Mentor Texts
- Reader's Workshop Grades 4-5

Next Generation Massachusetts Comprehensive Assessment System (MCAS)

The Next Generation MCAS is an updated version of the nearly 20-year old MCAS Assessment which is designed to be administered on a computer. This exam was first administered in the Spring of 2017 in grades 3-8 in English/Language Arts and Mathematics. It is important to note that 2017 is considered a baseline year for this new assessment as the results from this year are not comparable to the legacy MCAS exam.

Detailed information about our district's performance under the federal Elementary and Secondary Education Act (ESEA) can be found on the Massachusetts Department of Elementary and Secondary Education website, which can be accessed directly at: <http://profiles.doe.mass.edu/accountability/report/district.aspx?linkid=30&orgcode=02980000&orgtypecode=5&>

Detailed information about our district's performance in ELA, Math and Science can viewed on the Department of Elementary and Secondary Education (DESE) website: http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&

EDUCATIONAL TECHNOLOGY: INNOVATION AND CRITICAL THINKING

The Topsfield Public Schools and Tri-Town School Union are preparing our students for their future, for a global world and society, and for jobs that have not yet been created. In the classroom, technology is now integrated as part of regular learning and teaching in the classroom. Technology integration is based in solid teaching, learning and pedagogy practices. Teachers are expected to regularly integrate technology to leverage students' critical thinking and learning. Students are regularly learning and developing their digital literacy,

communication and collaboration skills with the assistance of technology. Technology is integrated into our teaching and learning mindfully and with purpose. It enhances effective teaching and instructional practices, increases student learning and promotes innovative thinking and creativity.

Integrating technology is crucial to meet the demands of a 21st century educational model. We work closely under the guidance of the Director of Technology, with the support of digital learning specialists, to build teacher capacity and regular integration into instruction and learning opportunities. This process takes time, and through focus and effort, we have moved our schools to a crucial point, where the demand has started to outpace the supply of devices, and technological developments has started to outpace our instructional learning plans. We have encouraged, promoted and asked our teachers to use technology, and they continue to rise to the occasion. Our continued goal is to increase the integration of technology to which students and teachers have regular access, and also to replace technology that is aging out so we can sustain and grow how we integrate technology effectively and regularly into the classroom.

As our technology investment grows, so too does our Information Technology (IT) infrastructure needs. This means that a future investment in our IT staff and infrastructure accordingly, to ensure that existing devices work effectively and that we strategically plan for future needs. As teachers and students have more access to devices, we must support our building principals, digital learning specialists, and information technology specialists as they support teaching in using technology as a regular part of daily classroom instruction, teaching and learning. Technology is now viewed and utilized as a regular utility that must work effectively and reliably. As a result, this investment must be maintained to ensure the smooth operation of our increasingly technology-based learning and functionality in our schools. This is true across Topsfield, the Tri-Town School Union, as well as Massachusetts.

STUDENT SUPPORT SERVICES

With the overall goal of providing all students an edu-

cational environment that supports and allows them to reach their full potential, the student services department continues to solidify and grow the service delivery model that is in place in each of our buildings. This includes extensive professional development, increased behavioral and social/emotional support for students, and program development based on the best practices for students with low incidence disabilities. Over the course of the past several years, the district has been able to support students with a range of needs by adapting and developing programming.

As of December 1, 2018, there were 108 students in the Topsfield Elementary Schools, grades pre-kindergarten through grade 6, identified as eligible for special education. This represents a 3 student decrease from 2017. Over the past 4 years, our Dec. 1st special education student headcount has been between 109-121.

As a district, we have made the commitment to prepare our students both as learners and as citizens. It has never been more important than now to look at current approaches to teaching and helping support the development of social emotional competencies. Social emotional skills and emotional stability are essential components in child development. From the time that a student enters school, navigating friendships, handling academic pressures and simply making sense of their surroundings have a profound impact on their performance. It is our responsibility to ensure that we, as educators, are preparing the students to handle these challenges and give them the tools they will need to be successful now and far into the future. We continue to support current programming and develop new programming to support all students develop competencies in the area of Social Awareness, Self-Efficacy, Growth Mindset and Self-Management.

We have also embarked on the roll out of a district-wide co-teaching model. Our rollout and professional development for teachers is supported by Marilyn Friend, a nationally renowned co-teaching expert. Marilyn Friend discusses that co-teaching is a service delivery offered by two or more certified teachers who all draw on their expertise to ensure all students in the class-

room are receiving excellent instruction. Co-teachers share instructional responsibility and accountability for a single group of students for whom they both have ownership primarily in a shared classroom or work-space. Co-teaching exists as a means for providing the specially designed instruction to which students with disabilities are entitled while ensuring access to general curriculum in the least restrictive environment with the provision of supplementary aids and services (Friend, 2014).

The Special Education Parents Advisory Committee (SEPAC) continues to be a strong committee across the Tri-Town. The SEPAC Board is comprised of a parent from each of our three towns and from across the grades, PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interested parents from all grade levels. The Tri-Town SEPAC has its own website: www.tritownSEPAC.org. In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. SEPAC has continued a grant program for the teachers and staff, and continued to bring in speakers and run programs to help support the parents of the Tri-Town. They plan to run an annual end of year "Carnival" as a fundraiser.

FINANCE AND ASSET MANAGEMENT

Steward and Proctor Building Envelope Projects

Due to the generosity and support of the Topsfield community and an award of the Accelerated Repair Program by the Massachusetts School Building Authority (MSBA), the Steward and Proctor building envelopes have been through significant renewal and replacement. The final punch list items for each project will continue through the Spring and Summer of 2019.

School Nutrition Program

This school year, the three elementary school districts are in year one of a new three year contract with Whitson Culinary Group for our school nutrition management services. Our continued goal is to increase the percentage of student participation in the program. We

want a program that gets students excited about school lunch by delivering fresh produce, in-house (or scratch cooking), and integration with the educational culture of the elementary schools.

Fiscal Management

The School Committee is comprised of five elected town members. The goal of the School Committee is to continue to provide a high-quality education within a fiscally responsible managed budget. The budget process begins in late fall with the Finance Committee's presentation to the Elementary School Committee of budget guidelines and ends in the spring with the School Committee's approval of a budget that is submitted to the Finance Committee and Board of Selectmen to be voted on as part of Topsfield's operating budget at Town Meeting in May. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, contractual salary increases, and unfunded state mandates must be addressed each and every year.

The following general guidelines are used in preparing the budget:

- Preserve excellence in curriculum and instruction.
- Maintain a safe and secure environment and infrastructure.
- Maintain the rate of budget growth at a responsible level.

** See Budget Summary Chart next page**

SUPPORT FOR THE TOPSFIELD ELEMENTARY SCHOOLS

Our program offerings at Steward and Proctor would look very different without the support of the following organizations:

- Topsfield Elementary Schools Parent Teacher Organization (TESPTO) is an independent, non-profit organization comprised of parents, teachers, and administrators. Our goal is to provide high quality education enrichment, field trips (including bus cost) and grants which seek and encourage new avenues of improving the programs offered to the Topsfield

Proposed Operating Budget Fiscal Year: 2019 - 2020 School District: Topsfield Elementary Schools					
Budget Summary	Actual Expenses and Approved Budgets				
	FY17 Approved Budget	FY17 Actual	FY18 Approved Budget	FY18 Actual	FY19 Approved Budget
Expenses					
Salaries	6,949,021	5,971,769	7,117,293	6,166,501	7,418,385
Professional Development	98,718	105,358	107,729	98,883	79,664
Admin, Educational, & Support Supplies / Materials/Equipment/Services	370,080	517,701	433,026	318,653	367,282
In District Special Education Services (Non Salary - DW Only)	65,450	69,078	84,310	102,166	71,505
Transportation (Regular & Sp. Ed.)	291,321	280,613	327,168	313,386	312,998
Utilities	191,364	252,825	197,668	210,197	200,359
Facilities	240,796	212,443	253,191	427,989	213,906
Insurance (Beneficial & Non-Beneficial)	17,000	20,400	19,500	3,000	21,000
Special Education Out of District Tuition	231,673	151,136	261,298	185,391	365,122
Total Operating Budget	8,455,423	7,581,323	8,801,183	7,826,166	9,050,220
Less: Applied Income	853,200		974,012		942,149
Total Local Appropriation Expenses	7,602,223	7,581,323	7,827,171	7,826,166	8,108,071

elementary school children. This year we have funded some tremendous programs, field trips and grants including Sticks and Stones (an anti-bullying workshop), the Topsfield Classroom of the Future and a Chromebook Cart with 25 new devices totaling over \$100,000. On April 26, 2019 we will be hosting our biennial Fundraising Gala at the Peirce Farm at Witch Hill to raise money to allow us to continue funding the wonderful programs at our schools and supporting our amazing teachers. We couldn't do this without the help of our dedicated volunteers and generous community donations. Thank you. <http://www.topsfieldpto.org>.

- The Topsfield Educational Foundation (TEF) is a private, non-profit group founded to help facilitate the best educational experience possible for both the Proctor and Steward Schools. TEF is supported through generous donations from families, businesses, and foundations. TEF plays a significant role in the enrichment of our elementary students. TEF helps fund technology, theater, art, science, physical fitness, classroom resources, and many other areas. TEF also educates and informs the community about important issues that affect the educational integrity of our schools. TEF often sponsors pilot programs for small initiatives proposed each year through grant

requests. More information about TEF can be located at www.topsfielddeducationalfoundation.org

- GREEN Topsfield is a school & community network with a mission to promote consistent sustainable practices and environmental literacy. Student environmental clubs (the “Young Earth Savers at Steward” and the “Proctor Planet Protectors”) help to ensure existing programs such as cafeteria composting and garden projects are maintained, and advance new initiatives based on the club-members’ areas of interest and the schools’ needs. As of this year, GREEN Topsfield is working with a newly formed Tri-Town Union Environmental Literacy Committee to identify best practices to scale across the Tri-Town elementary schools. With private grants and the support of TEF, GREEN Topsfield also ensures that North Shore Nature Programs and Change Is Simple continue to provide interactive enrichment programs throughout the year at each school.

CLOSING STATEMENT

The school committee is challenged with maximizing our students’ learning experience and development in an environment of fiscal constraints, budget realities, and state mandates. This could not be achieved without the continued support of the entire Topsfield community.

Specifically, the school committee would like to thank:

- Our dedicated and talented educators for their relentless focus on individual student development;
- Superintendent Dr. Scott Morrison and the entire Central Office team for their leadership, guidance, and diligence in stretching the taxpayers’ investment in education;
- TESPTO, TEF and Tri Town Council for their generous and continued support enhancing the learning experience of our students; and
- Our highly involved parent community, as well as residents without children in elementary school, for their commitment to making education a collective priority.

We highly value the reputation and achievements of our schools. Topsfield has a well-deserved reputation for our students’ exceptional educational experience – a testament to our educators, administrators and community. Each student’s success is critical to our continued community success. They hold the potential of our future social and civic vibrancy. As a school committee, this is a responsibility we take seriously.

Respectfully submitted,

Katrina Frere, *Chair*

Meredith Sokolowski, *Vice Chair*

Daniel Pallotta

Jessica Steffens

Charise Nulsen

MASCONOMET SCHOOL COMMITTEE

INTRODUCTION

The Masconomet Regional School District is thankful for the substantial and continuing support we have been given from residents and taxpayers across Middleton, Boxford, and Topsfield, regardless of whether they have children in the school system or not. We firmly believe that our school district is a community asset, with “quality of schools” commonly mentioned by those looking to buy homes in one of our three towns. Continued community involvement is key to getting and keeping the quality school district that all of us want, and that community involvement determines precisely what level of quality we can pursue and afford.

HIGHLIGHTS

- On June 1, 2018, 100% of the 292 seniors graduated, an achievement of which many members of the Masconomet community (students, parents & guardians, faculty, and administration) can all be proud.
- Masconomet continues to be a Level 1 school district, highly ranked in the state by various organizations.
- Peter Delani named principal at the high school after serving as interim.
- Working with the tri-town public safety officials, the district continues to refine our guidelines for crisis intervention and response. The district implemented Alert, Lockdown, Inform, Counter, Evacuate (ALICE) active shooter training through a series of training and simulation drills with students, faculty and first responders.
- We piloted “blizzard bags” to make learning use of snow days and reduce how late the school year goes into June.
- The school and students worked on a number of community activities and services including the following

annual events: the September 11 Flag Display, the second Holiday Chorus and Band Concert for senior citizens in December, the High School Student Council St. Patrick’s Dinner for senior citizens in March, the annual International Dinner hosted by the Foreign Language Department in March, and the Memorial Day ceremony for veterans in May.

Enrollment across the Middle and High Schools per town as of October 1, 2017:

Boxford	692	37.88%
Middleton	641	35.08%
Topsfield	494	27.04%
Total	1827	100.00%

SCHOOL COMMITTEE

Due to continuing issues with the process and details surrounding facilities usage by various organizations (notably student support organizations, or “boosters”), and an audit conducted by our attorney, the school committee established the Facilities Use and Student Support Organizations (SSOs) Task Force to study and make recommendations to the school committee. Their work was completed near the end of the school year, endorsed by the school committee and put into practice. Guided by the principle that Masco and its facilities are a community asset, the fee structure was driven by who was deriving the “benefit” from the specific facilities usage, with no or little fee when Masco derived the bulk of the benefit, to a market-based fee if the benefit was largely going to a private organization. Noting that all SSOs truly had the best interests of our kids at heart, clearer rules were established to provide even greater transparency and compliance with all appropriate rules and regulations.

The District Capital Investment (DCI) Task Force was formed to develop a plan to address Masconomet's medium and longer term capital needs, first laid out in the Habeeb Report of 2016.

Work continued on searching for ways to implement a later start time for Masconomet. While this remained the highest priority, no way has yet been found to overcome the logistical and financial obstacles to change. Undaunted, the school committee continues to explore alternatives and to build community support for this important component of a comprehensive plan for improving the health and wellness of our children, including homework, screen time, extracurricular activities, etc. Our operating budget passed, enabling some progress toward our Vision 2025. However the warrant article which would have provided critical funds to address some infrastructure and other needs was defeated in Topsfield (while passing in both Boxford and Middleton), after failing to get support from Topsfield's Finance Committee. Some work was completed by using Masco funds (while others were deferred), an approach used cautiously as the level of Masco's reserves is an important factor in how bond rating agencies view us, and that impacts the interest our residents pay.

ARTS

The Masconomet Regional School District has once again received excellent results at the Massachusetts 2018 Scholastic Art and Writing Awards Competition. This a testament to the hard work and talent of our students along with that of every member of the art department faculty. The high school received a total of 43 visual awards (12 Gold Key, 21 Silver Key, and 10 Honorable Mentions) and the middle school received a total of 18 visual awards (1 Gold Key and 17 Honorable Mentions). All Gold Key artwork was then judged on a national level with other Gold Key work from across the country in the spring and one of our seniors, Grace Elwood, was the recipient of a rare National Silver Award as well. This prestigious competition, which began in 1923, is the nation's longest running program for visual arts and writing for teens in grades 7-12. In Massachusetts alone there were more than 15,000 pieces of work submitted for review.

In March 2018, two Masconomet students received Best in Category Awards at the annual Endicott College High School Art Competition. Allia Langill received an Excellence in Sculpture Award and Jenna Sutherland received an Excellence in Drawing Award.

Also in the Spring of 2018, one of our seniors, Kaylee Warren, received a 1st place award for her oil pastel self-portrait at the 6th Congressional District Art Show, which was held at the Montserrat School of Art in Beverly. Additionally, Gia Antonellis received an Honorable Mention for her monoprint, "Vanishing" as well.

Two juniors from Masconomet (Jack O'Connor and Kara Coleburn) were selected to participate in the 2018 Massachusetts Art All-State. This is an intensive two-day program that brings together 144 high school juniors of exceptional artistic talent and commitment from across the state to work with practicing artists to create collaborative installations.

Exchange trips to: China, France and Spain. Foreign students spend two weeks with Masco families and Masco students spend two weeks with foreign families immersed in the language and culture. Students and staff traveled to Quebec, Canada, an annual overnight trip for freshmen.

ATHLETICS

The wrestling team finished 5th at the All-State Match, and Junior Jack Darling was the STATE CHAMPION at 120 lbs. The team came in 1st place in the CAL/NEC match. The gymnastics team finished 3rd overall in the state, with 9th grader Gracy Mowers winning the All-Around State Championship. The girls' ice hockey team had another outstanding season and played in the Division I state semi-finals. The girls' swim/dive team placed 3rd overall in Division I with a number of record-breaking individual performances and new school records. Faith Stanton was the STATE CHAMPION in the Giant Slalom State Ski Competition held at Wachusett Mountain. The girls team finished 2nd and the boys' team finished 4th in the North Shore Ski League race. The boys and girls basketball teams and the boys ice hockey team all qualified for the MIAA state

tournament. The indoor track teams competed in the EMASS Division II Championships at the Reggie Lewis Center. Overall, Masconomet athletic teams produced 67 league all-stars during the Winter 2018 season.

The baseball team won the CAL Kinney Division and played in the Division 2 North finals at Lelacheur Park in Lowell. The team had 5 all-stars and one All-Scholastic player. The boys lacrosse team won the CAL Kinney Division and qualified for the state tournament. The girls lacrosse team qualified for the state tournament as well, advancing to the Division I North quarterfinal round. The boys track & field team won the CAL Kinney Division and we hosted the CAL League Track & Field meet. The girls and boys track & field teams competed in the Division Two State Championships. The boys tennis team qualified for the Division II MIAA State Tournament. Overall, Masconomet produced over twenty league all-stars.

GRANTS

Numerous organizations and individuals have generously given grants to Masconomet, and any list is bound to inadvertently omit someone. Nonetheless, we wanted to highlight the generosity of the Masconomet Education Foundation (MEF) for the grants listed below:

\$44,141Middle School STEM lab
\$700Teacher Grants
\$5370EMT & Intro to Medicine
\$9369Google Expedition
\$10,849Auditorium Upgrade

Thank you again for interest and support for the Masconomet Regional School District. Whatever value we provide to this community, an important part of it is derived from what all of you give to us. And that isn't just about your tax dollars, but also your "constructive feedback" when needed, your support when warranted, and your engagement always.

Respectfully Submitted,

William J. Hodges

Chair, Masconomet Regional School Committee

MASCONOMET REGIONAL SCHOOL COMMITTEE MEMBERS

Boxford

Kristen DeMarco
Carolyn Miller
David Rivers
Daniel Volchok

Middleton

Joseph Ciampa
Tasha Cooper (Vice Chair)
Arete Pascucci
Kosta Prentakis

Topsfield

Zillie Bhujju
William J. Hodges (Chair)
John Spencer

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' newest regional technical and agricultural high school, serving 17 member communities on the North Shore and over 35 surrounding communities. Our mission is to create a culture of academic and technical excellence.

Twenty-five career technical and agricultural programs are available to students from member communities whereas students from surrounding communities select from 8 agricultural areas.

Enrollment at ENSATS is 1,406 for the 2018-2019 school year. Moreover, over 1,250 students applied for 375 openings in our current 9th grade. Our facility, which opened in September 2014, was designed for over 1,500 students and is organized into two academies.

TOPSFIELD AT A GLANCE

As of November 18, 2018, the total 18 total students population from Topsfield was as follows:

Grade 9:	5 students
Grade 10:	7 students
Grade 11:	2 students
Grade 12:	4 students

EAST ACADEMY

Advanced Manufacturing, Automotive Collision, Repair & Refinishing, Automotive Technology, Companion Animals, Culinary Arts, Design & Visual Communications, Engineering Technology, Equine Studies, Graphic Communications, Natural Resources, Sustainable Horticulture, Veterinary Science



Topsfield junior Mia Rosa (left), in our CTE Health Assisting Area taking blood pressure.

WEST ACADEMY

Arboriculture, Biotechnology, Environmental Technology, Carpentry, Cosmetology, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Landscaping, Plumbing.

In addition, our school is known for opportunities provided to students communities, including our Cooperative Education Program, which places upperclassmen (juniors and seniors) in businesses where they work among professionals in their career majors.

Several of the programs are open to and provide service directly to residents of our communities, including the Maple Street Bistro and Cafe, the Salon, Pet Grooming, Automotive and Collision Repair, Automotive Technology and Blooming Designs & More, which all offer our students the opportunity to serve customers.

Business, industry, and labor representatives serve on our Program Advisory Committee to ensure that we are educating our students to industry standards.

Our graduates enter the workforce with industry recognized credentials (OSHA, CNA, etc.), hours toward professional licensure which gives them an advantage to their comprehensive counterparts. Over 70% of our students enroll in 2 or 4 year institutions with many earning articulated credit at state community colleges.

We have early college and articulation agreements with many colleges and universities that provide our students with the opportunity to receive college credit for career and technical courses taken at ENSATS.

ENSATS provides students with extracurricular activities that include MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA; and DECA organizations that encourage students to explore and develop additional skills across their career and technical disciplines.

ENSATS offers a unique combination of career and technical programs from current industry and agriculture, a comprehensive academic program, and broad-ranging student activities.

Respectfully submitted,

Heidi T. Riccio, Ed.D., *Superintendent-Director*

Andrew Prazar, *Representative*

BOARD OF HEALTH

Board of Health Members (during the reporting period of July 1, 2017 through June 30, 2018):

Sheryl Knutsen, RN – *Chair*

Gerald Topping, PE – *Vice Chair*

Vincent Guerra MD

Thomas Mannetta, CE

John Coulon – *RS Agent*

Ivana Szady and Susan Winslow – *Admin. Assistants*

The Board welcomed new member Anthony Alley, BSN, MSN to the Board effective June 25, 2018.

The Topsfield Board of Health continues to deliver diverse public health services to the citizens of Topsfield in an efficient manner while remaining mindful of today's challenging economic climate. This has been accomplished by creative use of grant money, interns, and collaborations, as well as innovative approaches to fulfilling our legal mandates.

Topsfield Board of Health members are appointed bi-annually by the Board of Selectmen. They have the legal authority to set local policies and regulations to ensure public health and environmental protection. Under Massachusetts General Laws, all 351 Massachusetts communities are responsible for delivering essential public health services such as disease prevention and control, health and environmental protection, and the promotion of healthy communities, all through a diverse variety of means.

The Topsfield Board of Health has statutory powers to develop and promulgate rules and regulations in all areas of public and environmental health to supplement and reinforce state and federal laws.

This past year, the Board of Health worked closely with eleven other communities comprising the Topsfield Regional Medical Reserve Corps (TRMRC). The TRMRC is one of 37 such volunteer groups in Massachusetts, (931 in US) utilizing federal funds to grow local emergency response capacity (www.medicalreservecorps.gov). Health Agent John Coulon is the Director of the TRMRC and Liisa Jackson serves as the TRMRC Coordinator.

The Topsfield Board of Health is a member of Massachusetts Department of Public Health (MDPH) Region 3A – Northeast Public Health Coalition and thus, a member of the MDPH Region 3 Health & Medical Coordinating Coalition (HMCC) (www.hmccreg3.org). This 49 community collaboration enhances the collective capacity to share resources and respond to public health threats and emergencies, including bioterrorism and outbreaks of infectious diseases across five disciplines (Public Health, Emergency Medical Services, Long Term Care, Community Health Centers, and Hospitals). As a member of this Coalition, the Topsfield Board of Health receives funding from the Centers for Disease Control (CDC) thru MDPH and the HMCC which provides deliverables (required local and regional public health emergency preparedness activities and data) that are consistent with the CDC's) Public Health Preparedness Capabilities: National Standards for State and Local Planning.

The Board of Health members and staff attended educational and planning meetings with the Massachusetts Dept. of Public Health and similar organizations in order to expand and enhance our ability to meet the needs of the public.

Notable local events for FY18 requiring Board of Health involvement included the Strawberry Festival, Holiday On The Green, and Grow Spring Expo!

The 2018 Topsfield Fair (www.topsfieldfair.org) continued to require the daily oversight of the Board of Health (BOH) Agent. Concerns included food (120 permits issued), solid waste, liquid waste, animals, vector control, on-site housing, and potable water. All food vendors must pass inspection prior to opening.

Annually, the Topsfield Fairgrounds is the site for many non-Fair events ranging from major Regional Horse Shows to the annual Diabetes Foundation Tour de Cure and the Castleberry Arts & Crafts Festival. All have many of the same Public Health oversight concerns as the Fair.

Visiting Nurses Association (VNA) Care Network and Hospice, Inc. (www.vnacarenetwork.org) is contracted to deliver public health nursing services, including Seasonal Flu Vaccinations, Wellness Clinics and Health Talks, Communicable Disease follow-up, and Emergency Preparedness. The VNA delivered 75 vaccines at the October 25 Vaccine Clinic (Emerson Hall) and 52 vaccines at the December 2 Vaccine Clinic (Holiday on the Green). The VNA also conducted Elder Health Clinics at Little Brook Village and Washington Meadows four times a month, including health assessment, blood pressure checks, blood glucose testing and other personalized health related services.

Topsfield Board of Health and the VNA are now fully integrated into Massachusetts Virtual Epidemiological Network (MAVEN) according to MDPH protocol.

The Town of Topsfield belongs to The Northeast Massachusetts Mosquito Control & Wetlands Management District (www.northeastmassmosquito.com). The organization monitors mosquito activity in Town and makes recommendations to the Board of Health when action is warranted. It also submits an annual Best Management Practice Plan to the Board of Health for review and comment. This year, no mosquitoes tested positive for West Nile Virus (WNV) or Eastern Equine Encephalitis (EEE) Virus during weekly testing. No human cases of WNV or EEE were reported in Topsfield. See the town website for the current plan.

The Board of Health works closely with the Topsfield Elementary Schools (www.topsfieldschools.org) and Masconomet Regional Middle School and Senior High School (www.masconomet.org) in considering the MDPH guidelines for the recognition and management of illness.

The Topsfield Board of Health meets publicly at the Town Hall Conference Room on the fourth Thursday of every month unless posted otherwise. Schedule of upcoming meetings, agendas, and minutes are found at the Town website (www.topsfield-ma.gov). Topsfield citizens are encouraged to participate in maintaining their community's health.

Thank you to Susan Winslow for her assistance in writing this report.

Respectfully submitted,

John Coulon, RS, Board of Health Agent

BOARD OF HEALTH (CONT.)

ACTIVITY	*FY16	*FY17	*FY18
SEPTIC SYSTEMS			
SOIL TESTS CONDUCTED	52	48	36
SEPTIC SYSTEM INSPECTION REVIEWS	86	87	95
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	28	26	28
SEPTAGE HAULER LICENSES ISSUED	21	21	29
NEW CONSTRUCTION APPLICATIONS RECEIVED	6	6	4
REPAIR APPLICATIONS	33	39	40
FOOD PERMITS			
ANNUAL PERMITS	40	27	34
TEMPORARY PERMITS - FAIR	125	126	124
TEMPORARY PERMITS - NON-FAIR	22	23	53
MILK PASTEURIZATION	1	1	1
CAMP PERMITS	3	3	5
POOL PERMITS	2	2	2
BEACH PERMIT	1	1	1
TANNING SALON	1	1	1
TOBACCO PERMITS	4	4	4
WELL PERMITS	3	5	4
BEAVER TRAPPING PERMITS	6	4	3
GENERAL COMPLAINTS	15	4	10
PUBLIC HEALTH INITIATIVES			
COMMUNICABLE DISEASE INVESTIGATION	**31	95	95
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO RESIDENTS	126	122	127
BLOOD PRESSURE / WELLNESS CLINICS CONDUCTED	47	48	42

DATA SOURCE: TOWN OF TOPSFIELD ANNUAL REPORTS/BOH RECORDS

* Fiscal Year: July 1 - June 30

**comparative reduction due to changes in MDPH protocol

COUNCIL ON AGING

For all of FY18, the Topsfield Council on Aging (COA) was operating out of two locations, in the COA Office at 461 Boston Street (temporary Town Hall) along with the rest of the Topsfield Town Hall Departments and in rented programming space at Trinity Church, 124 River Road. At the May 2017 Annual Town Meeting, residents voted to appropriate \$600/month for the purpose of paying rent to Trinity Church between July 1, 2017 and November 30, 2018 (the anticipated reopening date of Town Hall) so that Topsfield COA could continue to offer quality programming while Town Hall was being restored and expanded in the center of town.

PROGRAMMING

By the end of FY18, the following activities were taking place weekly (except for the two weeks per year when only essentials services are offered - the week between Christmas and New Year's Day as well as Fourth of July week):

- Monday - Game Day
- Tuesday - Excursion, Parkinson's Fitness Class
- Wednesday - Coffee & Conversation, Tai-Chi, Knitting (at Little Brook Village)
- Thursday - Themed Luncheon

Monthly, painting with Bill Duke art classes and Lunch 'n Learns were held. During Lunch 'n Learns, experts educate the audience about topics of interest to older adults and individuals with disabilities, e.g. bone density testing, ClearCaptions phones, Program of All-inclusive Care for the Elderly (PACE).

Book Club participants gathered every other month to discuss thought-provoking books with broad appeal. Silver Screenings with Vinny, during which one of our most dedicated volunteers shares fascinating stories about Hollywood starlets and so much more, quickly

became the most popular of our ArtVentures, which take place after many Thursday Luncheons.

While innovative and engaging programs and events are offered and highlighted on social media and in the local newspaper fifty weeks out of the year, even more is happening behind the scenes to assist seniors and those with disabilities in Topsfield who require services and referrals. Tremendous effort is put forth by all in the department to assist older people who are striving to live independently in single family homes or in one of the seven senior communities around Topsfield. Providing the necessary support and working with families to achieve the goal of keeping seniors safe in their homes is the most important work that happens at Topsfield COA.

SERVICES

Transportation is one of the most important services provided by the Topsfield Council on Aging. The fourteen-passenger bus operates four days per week, offering rides on demand to medical and other appointments on Mondays, Wednesday afternoons, and Thursdays. Most Tuesdays, and occasionally on other days, the bus transports seniors on weekly excursions around New England. Typically on Wednesday mornings, the weekly grocery shopping shuttle transports an average of ten seniors to Rowley Marketplace, while once a month on a Monday afternoon the bus transports residents to other shopping destinations such as Seabrook, NH. For seniors who are not driving, the transportation services offered by Topsfield COA are invaluable. Seniors receive curb-to-curb service to medical appointments for life-saving tests, to pharmacies to pick up essential medications, to local banks to deal with finances, to facilities where loved ones are being treated, etc., and

are asked for just a small donation to offset expenses. The reintroduction of Topsfield COA Bus Passes, which were discovered during the records purge associated with the relocation, has been well received.

In FY18, transportation services were supplemented by a Title III grant in the amount of \$2438 that was managed by SeniorCare, Inc. Between July 1, 2017 and June 30, 2018, a total of 3369 rides were provided by the Topsfield COA Bus

Many services sponsored by Topsfield COA, often in collaboration with other departments (e.g., Board of Health), are hosted regularly at our programming site. The VNA Care's "Keep Well and Blood Pressure Clinics" are held at three locations around town. On the first and third Thursdays of the month, the nurse can be found in the community rooms at Washington Meadows and Little Brook Village, respectively; on the second and fourth Thursdays, the nurse sets up at the COA's programming site (Trinity Church during FY18.) Going out to where clients live and gather is a priority for the COA. Every effort is made also to advertise Flu Vaccination Clinics that are sponsored by the Board of Health.

Topsfield COA partners with the American Association of Retired Persons (AARP) to offer free assistance with tax preparation for low and middle income earners who file simple taxes. Dedicated volunteers help mostly senior residents at the Topsfield Library each year at designated times between mid-February and Tax Day, April 15th. Tax preparers ensure that their clients receive all entitlements, including the Massachusetts Circuit Breaker tax credit.

A Serving Health Information Needs of Everyone (SHINE) Counselor offers at least two appointments each month. SHINE is a state program providing free, unbiased health insurance information, counseling, and assistance to Massachusetts residents who receive (or are about to receive) Medicare coverage. On a daily basis, staff members are in contact with at-risk seniors and their families to confirm that their needs are being met, to ensure that they are safe in their living situation, and to help them find support. Making outreach

house calls is part of an ordinary day at the office. In FY18, hundreds of outreach encounters were made with dozens of residents.

Probably the most important service that is offered by Topsfield COA in partnership with our Area Agency, SeniorCare Inc., is the Meals on Wheels Program. Every weekday (barring holidays and inclement weather) hot meals, prepared by Sidekim Foods, are delivered to the homes of more than two dozen senior citizens all over Topsfield. Clients qualify through SeniorCare, Inc. and remain in the program for as long as necessary. Occasionally, a client will participate only for a brief period, while recovering from surgery, for example. The meals are tailored by nutrition experts to meet the client's dietary needs (reduced salt, pureed, gluten-free) and then prepared by a professional caterer. Dedicated volunteers spend one to three hours on their designated day in all types of weather conditions to ensure that the meals are delivered at the appropriate temperatures to seniors in need of proper nutrition and companionship. There is no question that this lifesaving service extends the time that at-risk residents can live independently in their homes.

According to the 2017 Annual Service Report from SeniorCare Inc. that quantifies the array of services provided to Topsfield elders, caregivers, and others, an estimated \$147,255 in services was provided between January 1st and December 31st 2017. The range of "services provided to enable elders to remain living independently in their community include but are not limited to":

- Homemaker
- Medication Management
- Personal Care
- Caregiver Family Support
- Care Management
- Nursing Home pre-screening & alternatives
- Home Health Aide
- Home Delivered Meals
- Protective Services
- Transportation
- Companion Services
- Long Term Care (LTC) Ombudsman
- Personal Information & Referral

- Emergency Response System
- Environmental Access
- Options Counseling
- Skilled Nursing Services

The number reported does not include the cost of programs such as Adult Protective Services, Legal Services, LTC Ombudsman, or Money Management.

Assisting senior citizens who would like to remain in Topsfield for as long as possible requires helping to reduce the financial burden associated with increasing expenses while living on a fixed income. Working with the Town Assessor, Topsfield Council on Aging strives to educate the senior population about tax relief that is available at the local (abatements) and state (Circuit Breaker) levels. Topsfield COA administers the Senior and Veteran Tax Work-Off Programs, in collaboration with other Town Departments that see the benefit of integrating talented and enthusiastic seniors and veterans into the local workforce. The applications for both Tax Work-Off Programs are made available in December and are accepted until all fifteen positions are filled each year.

VOLUNTEERS

The more than fifty volunteers from Topsfield who devote hours of their time every month performing a range of functions are the lifeline of Topsfield Council on Aging.

The eleven-member Topsfield COA Board of Directors, whose members are listed along with other Appointed Town Officials in this Annual Report, actively works with the Executive Director to establish priorities and policy in an effort to fulfill the department's mission. This dedicated team, led by Chairperson Penny Rogers, attends monthly meetings and assumes leadership roles for different projects/initiatives as requested.

The Friends of the Topsfield COA, a legally recognized 501(c)3 non-profit organization, provided ongoing support during the year of dislocation. The Friends continually pay for such expenses as paper goods, some consumables, and tolls. During FY18 the Friends hosted three signature events - the Annual Holiday Party and the Second Annual Family & Friends and Octoberfest

Dinners. Not only do they provide the funds so that more than one hundred guests can enjoy a wonderful evening out complete with entertainment at no cost, they do the heavy lifting to ensure that the event runs smoothly. The Friends provide scholarships so that seniors without expendable dollars can attend some of the higher priced trips on which the COA embarks (e.g., theater outings). The Friends of the Topsfield COA continue to share their Facebook page, thereby allowing us to create a unified online presence. On this continually updated page, new posts display many photos of events and activities enabling family members to see how engaged their loved one is within his/her community. Important information about relevant local and regional services and time-sensitive matters is also disseminated on this page.

According to the Essex County Sheriff's Department website, "Triad is a collaboration of law enforcement, senior citizens, Council on Aging and support services in each community. Sheriff Coppinger and District Attorney Jonathan Blodgett brought Triad to Essex County in order to support and empower the senior population. With a focus on senior safety, Triad offers programs such as File of Life – a magnetic folder containing a person's medical information; Grab & Go bag – an emergency preparedness kit; and the Yellow Dot – a decal that alerts emergency responders that the driver's vital medical information is in the glove box." With advice from Topsfield's first responders, the local Triad Team expands Triad's offerings to meet the needs of Topsfield seniors. In FY18, a major focus of Triad was to motivate residents to declutter. After hosting an informative Coffee & Conversation and Lunch 'n Learn on the subject, Triad sponsored a Clutter Collection Day on November 18, 2017 in donated space at the Topsfield Fairgrounds; Junk, Junk, Baby!, a family business out of Ipswich, and Eddie King, a student at Masconomet, donated their time and trucks to assist in this endeavor. This very successful event motivated dozens of people to take an important step towards reorganizing their living spaces.

In addition to all of the volunteers previously recognized, more than thirty additional Topsfield residents

give their time to enhance the lives of Topsfield seniors as programming and event assistants, companions, drivers, newsletter editors and assemblers, and much more. Most Topsfield COA volunteers fall under the auspices of SeniorCare, Inc.'s RSVP program that "links volunteers age 55+ with opportunities to serve" in thirteen communities throughout the North Shore and Cape Ann.

At the 2018 Volunteer Appreciation Breakfast, Charlie Wilkinson, who serves as the lead AARP Tax Volunteer, was presented with the Silver Tree Award for years of exceptional volunteer service.

GRANTS

Topsfield Council on Aging seeks grants to supplement the appropriation that is approved at the Annual Town Meeting. The Formula Grant is disbursed annually by the state. In FY18, the funding level approved by the Massachusetts governing bodies was \$10/senior based on the results of the 2010 census. The vast majority of the Formula Grant funds are used to pay the wages of the department's Data Entry Clerk and Intern as well as fitness instructors. Recognizing that Topsfield has limited access to public transportation, SeniorCare, Inc. for years has disbursed funds made available through a (previously mentioned) Title III Older American transportation grant that offsets the bus drivers' wages. The Massachusetts Cultural Council entrusts local Cultural Councils, which are appointed volunteer committees, to equitably distribute the state funds so that enriching events will benefit as many citizens as possible within a city/town. In FY18, the Topsfield Cultural Council awarded funds that paid a stipend to the creative director of the Indoor Memory Café, Mary MacDonald, between November and March, and for Ramblin' Richard to perform at the 2nd Annual Family & Friends Dinner in June.

COLLABORATIONS

Partnering with other organizations has led to some unique opportunities for Topsfield COA. In March of 2018, Topsfield COA, together with the Topsfield Historical Society, guided more than forty guests on the second in a series of tours of U.S. military installations

(a year earlier a group had traveled to West Point). On a chartered bus, the adventurers traveled to Connecticut to visit the United States Coast Guard Academy in New London to dine in the Officers' Club, to partake in a private tour led by two cadets, and to marvel at the impressive United States Coast Guard Museum. Also included in this unique two-day excursion were stops at the United States Navy Submarine Force Library and Museum in Groton and at the Mohegan Sun Casino in Uncasville.

In late October/early November, homes and businesses in Topsfield were without power for anywhere between 24 to 96 hours after a significant storm swept through the area, uprooting many trees and causing a wave of destruction. When it became apparent that the power would be out for an extended period, especially in some of the town's senior communities while unseasonably cold temperatures were forecast, the Public Safety Team, led by Fire Chief Jen Collins-Brown, formulated a plan to open a comfort station in Proctor School. On a frigid evening, hot soup was served in the teachers' lounge, where several residents ranging in age from 14 to 84 enjoyed a warm location, a tasty meal, good conversation, and the opportunity to charge devices. By 9 PM, everyone had returned home, with some guests taking advantage of a free ride on the Topsfield COA bus. Witnessing how quickly the town came together to respond to an important need was heartening. Successfully launching a comfort station for the first time in the town's history gave us all confidence that this service could be offered on a larger scale in the future if necessary.

THE FUTURE

The work of preparing to land in our permanent home in the fall of 2018 continued as programs were developed, the layout of the space was evaluated, and furnishings and appliances were purchased. A brief visit to the construction site in March wearing our red helmets increased excitement about the establishment of dedicated space for the seniors and disabled residents of Topsfield. The invitation and tour by the Town Hall Building Committee Chairperson, Gregor Smith, was greatly appreciated!

FY18 PARTICIPATION STATISTICS

CATEGORY	*UNDUPLICATED COUNT	DUPLICATED COUNT
Classes/Workshops	235	1025
Health/Fitness	61	373
Health Screenings (VNA Cares)	43	157
Programming Site Recreation/ Entertainment	330	1087
Total Participation	584	4358

*Indicates number of individuals served. Duplicated Counts include multiple events for same person.

TOPSFIELD GOES DEMENTIA-FRIENDLY

Lynne Bermudez, *Dementia Friendly Topsfield Co-Chair*

At our 1st Annual Octoberfest in 2017, Topsfield Council on Aging was excited to announce that we were joining a national movement and committing to becoming a Dementia-Friendly Community. Projections are that 16 million people will be living with dementia in 2050. The cost of caring for those with Alzheimer's and other forms of dementia was estimated to total \$236 billion in 2016, increasing to \$1.1 trillion by 2050. Nearly one in every three seniors who dies each year has some form of dementia.

Board members Bette Cullinan and Lynne Bermudez led the effort as Co-Chairs of this new COA initiative, *Dementia Friendly Topsfield*, in consultation with Mary McDonald of Rest-Stop-Ranch and Paula Burke, COA Director. To craft a strategy for this initiative, Bette and Lynne conducted research on approaches used by other states, met with directors from state organizations including the Massachusetts Healthy Aging Collaborative (to align Dementia and Age-Friendly initiatives), Dementia Friendly Massachusetts, Dementia Friends, and the Alzheimer's Association, and sat with municipal leaders, residents, and business owners in Topsfield to solicit their input and ideas.

Bette and Lynne presented their recommended Dementia Friendly Topsfield (DFT) mission statement, strategic goals, and operational plan for the initiative's first year.

Mission

To help make Topsfield an even more caring and supportive community to residents living with dementia and their caregivers.

Goals

- Increase community awareness of dementia (dementia information sessions to residents and Masconomet Regional H.S. students)
- Train organizations on customer service to those living with dementia (municipal employees, businesses, faith-based organizations)
- Market/introduce social and support services (Market: Rest-Stop-Ranch; Memory Café; Alzheimer Association; SeniorCare
Introduce: Dance Out Dementia, Furry Friends)

Accomplishments to Date

Increase Community Awareness of Dementia

The Dementia-Friendly Topsfield team, which grew to include Maggie Chiffer, Joan Chiffer, and Karen Moniz, held information sessions throughout the year to over 300 people who reside or work in Topsfield. At these sessions people learned the warning signs of dementia, how to interact with/help those living with dementia, and support services/resources that are available to help caregivers and their loved ones. Our DFT Co-Chairs were also asked, and provided, a Dementia Information Session to the employees of the John Joseph Moakley Courthouse in Boston – the first Courthouse in Massachusetts to attend a Dementia Friends session!

Maggie Chiffer, working with the administration of Masconomet Regional High School, introduced a segment on brain health and dementia prevention into the health curriculum for sophomores. Maggie delivered the segment to one class as a pilot and it will now be part of the curriculum on a go-forward basis.

The DFT Team partnered with Topsfield Triad to provide residents with dementia-related materials at local events.

Train Organizations on Customer Service

Topsfield's Police Department and Fire Department personnel received specialized training from the Alzheimer's Association on how to provide the best service in daily interactions/support of residents living with dementia. In May, forty staff members from Topsfield's municipal departments and town library attended customer service training provided by the Alzheimer's Association.

Two local organizations (a bank and a restaurant) agreed to be part of a pilot program which will train local businesses on how best to provide service to customers living with dementia. Tips include communication, physical layout of the business, employee training, signage, and menus. The DFT Team was selected to pilot this training course which was developed by the Alzheimer's Association in conjunction with Dementia Friends. In this pilot the DFT team (vs. Alzheimer's Association staff) will conduct the training. This will allow for a faster and more flexible rollout of the training based on the needs of local businesses and free up Alzheimer's staff to work with the growing number of communities working to become Dementia Friendly.

Market/Introduce Social and Support Services

In November 2017, the COA launched its partnership with Mary MacDonald of Rest-Stop-Ranch to open an Indoor Memory Café at Trinity Church. This two-hour Saturday program ran indoors from November through March, offering residents with dementia and their caregivers an opportunity for socializing, networking, and memory-making. Starting in April, the Memory Cafes returned to the outdoor gardens of Rest-Stop-Ranch (located at 202 Haverhill Road), the first outdoor Memory Café in America!

Beginning in January 2018, Maggie Chiffer, in pursuit of her Girl Scout Gold Award, introduced a new program called Dance Out Dementia. Studies have shown that dance has been proven to reduce a person's risk of acquiring dementia by 76% and to slow the progression of the brain disease, as repetition and memorization all help to improve cognitive ability. Maggie held her very popular tap and rhythmic movement classes weekly

throughout the year, including one intergenerational class that attracted 60 residents ranging in age from 2 to 92. After earning her Gold Award, Maggie continued to offer the unique class most Thursday afternoons as it had become an integral part of the COA programming. Throughout the year Topsfield COA provided volunteers and marketing support to Rest-Stop-Ranch and the Indoor Topsfield Memory Café. On June 21st, in honor of the Alzheimer's Association "LONGEST DAY" fundraising event to promote awareness of Alzheimer's, all were invited to Rest-Stop-Ranch to explore their beautiful gardens and gain awareness.

A new service was introduced at the 2nd Annual Family and Friends Dinner in June – Furry Friends. Furry Friends arranges for certified therapy dogs to attend various events attended by seniors and those living with dementia. A Masconomet sophomore, Jessica Bermudez, started the service after hearing that animal lovers living with dementia who are no longer able to provide constant care for a pet, benefit greatly from spending time with therapy animals. So that's where Furry Friends steps in. These calm, loving therapy dogs provide unconditional love and attention that only a person's best friend can give.

Topsfield has become among the Dementia Friendliest of communities in the nation under the leadership of Lynne Bermudez and Bette Cullinan and their devoted team. Nearly two-thirds of all Dementia Friends in Massachusetts hail from Topsfield! We are proud to be among the leaders in this important movement.

TOPSFIELD EMBRACES AN INTERGENERATIONAL APPROACH

Lisa Teichner, Executive Director of the Tri-Town Council, inspired the formation of the Topsfield Intergenerational (IG) Team when she secured a training grant from Bridges Together of Waltham, MA, self-described on their website as "your go-to organization on the art and science of intergenerational engagement" offering "hands-on training and tools to help you and your community...embrace a truly age-integrated reality." The inaugural IG event was a Mother Earth Tea that followed an integrated Dance Out Dementia Class in which the

twenty-five students of advanced age were joined by more than fifteen Daisies from Troop 82333. With more than sixty people in the hall at Trinity, the older people and kindergarten girls sat down for refreshments and asked each other questions based on prompts that had been placed on the tables. This very successful launch of an intentional effort in Topsfield to bring “skipped generations” together gave the IG team (consisting of about a dozen movers and shakers from around town) hope that this initiative would gain traction and become a way of life for Topsfield!

Several other more casual multi-generational events were held throughout the year.

In addition to offering extensive programming to promote social engagement and lifelong learning and providing access to a variety of services that help seniors meet their physical, emotional, and financial needs, Topsfield Council on Aging assists families behind the scenes every day. We are there to match a senior with a friendly companion after the loss of a spouse; we are there to attempt to find transportation for a senior outside of our regular service hours; we are there to deliver donated grocery gift cards to those who need a little financial boost; we are there when it is time for reluctant seniors to take those last steps to move out of a house they have cherished for decades; we are there to attend a graveside funeral; we are there to reach out with a call or a card when a beloved pet is lost. These small but important acts happen regularly and often lead to a senior’s becoming actively involved after a traumatic experience. We quietly celebrate many success stories, having witnessed the transformation of dozens of seniors who are now thriving because they are taking advantage of what the new Topsfield Council on Aging, in partnership with other service and social organizations, offers. While Topsfield has always expressed pride in the education that the town offers its’ children, the community should feel equally proud of the way that senior and disabled citizens are being served. Less than one percent of the town’s annual operating budget (supplemented with donations from the Friends of the Topsfield COA and awards from such granting agencies as SeniorCare, Inc. and the

Massachusetts Cultural Council) ensures that more than two thousand Topsfield seniors have access to lifesaving services and social and lifelong learning opportunities that help them thrive during the golden years. For those hoping to Age in Place and with Dignity, Topsfield is a wonderful place to call home!

Respectfully submitted,

Paula Burke
COA Executive Director



At the 2018 St. Patrick's Day Dinner, hosted by the Masconomet Regional High School Student Council for senior citizens from the Tri-Towns, Topsfield was well represented by three dozen regulars who got decked out in green for the festive O'Ccasion.



For the first ArtVenture of 2018-I Live in a Train Depot-homeowner Charlotte O'Toole welcomed a crowd into her charming home that started out as the town's train station but has moved and been renovated several times. Architect Ben Nutter, who supervised the most recent renovation, began the educational experience with a presentation about the unique project. Charlotte tracked down the original sign that had adorned the depot.

TRI TOWN COUNCIL

WHO WE ARE

Serving and supporting youth and families for five decades, Tri-Town Council (TTC) continues our commitment to support and empower youth to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways. We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Topsfield and Middleton, Massachusetts.

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the Tri-Town Council on Drugs, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on positive youth development.

Our work is guided by the Developmental Assets Framework and Positive Community Norms using The Science of the Positive. Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets of positive youth development and rooted in prevention research, the Developmental Assets Framework is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

The Positive Community Norms approach to improving community health is founded on the Science of the

Positive. Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007). TTC was excited to welcome Dr. Linkenbach to our community during the Fall of 2018 to work with TTC and our community partners.

HOW WE DO OUR WORK

We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, police departments, faith-based organizations, and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. *It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.*

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors, community and family foundations, and corporate and institutional grants, which together make our work possible.

OUR IMPACT

In the 2017-2018 program year, TTC's efforts reached thousands of youth, parents and educators with more than 100 educational, enriching and empowering programs and workshops including alcohol & drug

prevention education for youth and adults; community conversations focused on the Youth Risk Behavior and Adult Perception Surveys looking at the data and the positive norms which prevail, Developmental Assets workshops for youth and adults, programs which focus on adolescent anxiety and depression, development of social-emotional skills and raising resilient teens, youth leadership workshops, a peer mentoring, after-school enrichment, and substance-free events among others.

CORE PROGRAMS

The Coalition – established in 2010, The Coalition continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, youth and parents. This program is TTC's directed focus on reducing and preventing substance use among tri-town youth. The Coalition provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection / dissemination, substance-free activities, information / education campaigns, youth engagement and advocacy. The receipt of new grant funding through the Peter and Elizabeth Tower Foundation will allow TTC to further expand and deepen the work of The Coalition in FY19 and beyond.

Horizons After-School & Summer Enrichment – Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes, taught by experienced adults, may include art, science, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. We continued to offer several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate Frisbee, dance and art which provided leadership and mentoring opportunities for our high school youth. These teens also serve as wonderful role models for elementary youth. Horizons is offered in 4, 6 and 8 week sessions during the fall, winter and spring, weekly during the summer, and includes a 6 week ski program for Boxford youth grades 3-6 at Bradford Ski.

Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students with need. In FY18, 13 high school youth participated in the Teacher's Assistant program. Programs are held at the elementary schools immediately after dismissal during the school year and new this year, several classes before school. Summer programs are held at various locations in the Tri-Town. During FY18, more than 500 Tri-Town elementary youth participated in after-school Horizons and 11 high school youth served as volunteer counselors during summer Camp Invention.

Inclusive Rock Band & Samba Ensemble – introduced during FY18 under TTC's umbrella. The programs are available to students with and without disabilities or need of additional support. These inclusive and mentored programs include instruction under the direction of Andrea Monty, Director of Spofford Pond Band with the assistance of middle and high school youth mentors. The Rock Band and Samba Ensemble perform at various events throughout the year.

Youth Action Advisory Board (YAAB) – New during FY18, this group of Masconomet high school students serves under the umbrella of The Coalition and works with community leaders and peers to address issues that matter most to teens. YAAB is about speaking up, speaking out and making a difference in the community.

All-Night Graduation Party – Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco seniors. This event, run since our inception, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of underclassmen and TTC staff. The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. Over 210 graduated seniors and 40 chaperones participated in the 2018 event.

Tri-Town Council Scholarship Program – Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their

community service and being exemplary role models to peers during their high school years. The 2018 recipients were Nate Kelly, Boxford; Chelsea Wood, Topsfield; and Arianna Perry, Middleton. FY18 marks the 8th year these scholarships have been awarded. In FY18 TTC awarded \$500 to each recipient. In addition, TTC was honored to award three additional \$250 scholarships in memory of Taylor Sullivan, a Massachusetts teen who died after a night of binge drinking. In 2017 Taylor's mother shared her heartbreaking story with Masconomet juniors before Junior Prom. The recipients of "Taylor's Message" scholarship were Julianna Katz, Jenny Conant and Madison Katz.

Project Safety Net 24/7 Helpline – Counseling provided 24/7 via telephone and text access to a licensed mental health counselor. Project Safety Net is used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/ crisis counseling.

Tri-Town Community Resources for Families in Need - TTC and the Masconomet School Health Advisory Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/ fuel assistance, safety and more. This resource list (Community Resource Guide) is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for Tri-Town families in particular need during the November/ December holiday season.

ENRICHMENT PROGRAMS & WORKSHOPS

Youth Workshops/Activities

TAG-IT Tuesdays – Opportunities in the Middle School for youth to 'shout out' on a particular topic; Tag-It's spark discussion on various topics and give youth a chance to be heard on specific issues in an engaging and unique way. What are the pros and cons of social media? Who are the special people in your life and why?

Massachusetts Conference for Women (Young Women's Program) – Tri-Town Council, for the 7th year, secured sponsorship for 12 Masco Junior and Senior girls

and 3 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. In 2017 our attendees were sponsored by State Street Bank.

PhotoVoice – This program, run since 2012, encompasses both a photographic and written component on a chosen topic. Volunteer assistance is provided by community members. The 2018 topic was "*What Matters: An Exploration through the Eyes of Youth*". Projects were unveiled at TTC's Annual Meeting and at a Masconomet reception. The photographs are displayed at town libraries during the school year as well as permanently installed in the lobby of the Masconomet Middle School.

Open Gym Nights for Middle & High School Youth – run by Tri-Town Council for middle and high school youth on select Saturday evenings during the winter months from November-March in the Masconomet Field House. Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, volleyball, Frisbee, board games and some craft activities.

6th Grade Fun Night – in its 5th year, this two hour event provides another opportunity for Tri-Town 6th graders to meet in a casual environment for an evening of games and activities. Middle and high school youth help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet to encourage participation. More than 250 6th graders and 30 middle and high school volunteers attended in May 2018.

Middle School Youth Leadership Retreats – now in its 3rd year, the afternoon focuses on team building and making new connections with peers. Over 25 middle school youth attended the program which was held at Danvers YWCA Stiles Pond campus in Boxford in October. New this year, we added a second retreat for middle school students in September, held at Danvers Indoor Sports. The afternoon provided an opportunity for students to explore, have fun and make connections. Over 25 students attended the inaugural event.

Media Girls – a mother (or special adult) and daughter program facilitated by Michelle Cove explored how to help girls explore strategies that support and empower girls to be their authentic selves on and off of social media. The program was offered in partnership with Middleton Health & Wellness Committee.

Under Construction! TWEEN/TEEN'S Brain Development – presenting to Masconomet High School students, Dr. Ruth Potee discussed teen brain development, its impact on risk-taking behavior, including the use of drugs and alcohol, and what this means for teens.

Online for Good – TTC funded four Masconomet High School students and one staff person to attend this program at WGBH studios in Boston. Facilitated by the group "Empower Peace", this workshop focused on building social media campaigns to promote tolerance and acceptance.

Girls 4 Girls Mentoring Program – completing its third year, this program was expanded in FY18 to include Howe-Manning School and Spofford Pond School along with Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly over the course of the school year to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. In 2018 we had 27 Mentor/Mentee matches.

Boys Mentoring Program – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys met regularly over the school year during TTC's open gym nights which provides the boys the opportunity to actively engage with one another. Activities include sports and games challenges. During its inaugural year we had seven elementary boys and six high school mentors participate.

Intergenerational Programming – established in 2018 in partnership with the Topsfield Council on Aging, GREEN Topsfield, Daisy Troop #82333, TBM Rotary,

the Topsfield Library and the Topsfield Historical Society, TTC, with the guidance and support of Bridges Together, assembled an Intergenerational (IG) Team in Topsfield, linking older adults with tri-town youth. This program benefits young people by providing opportunities to engage with older adults, not necessarily family members, in positive and structured ways; learn from their experience and wisdom; and affords our seniors an opportunity to stay socially engaged, come to know young people as assets, as well as share their experience and wisdom. In addition to several programs run in the spring, the Topsfield COA established the first IG Week in early August which included four days of programs and activities partnering youth and older adults. Plans are in the works to expand this programming in Middleton and Boxford in FY19.

Stand Tall! – A four session program, run annually and open to tri-town middle school aged girls (grades 6-8), addresses self-esteem, social pressures, promotes leadership skills and healthy communication. Stand Tall! is facilitated by Spofford School guidance counselor Julie Benson and psychologist Courtney Bush. Funded in part by The Women's Fund of Essex County.

Asset Tips and School Assemblies (K-6) – Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's development, helping them become caring, responsible, and productive adults. Using the metaphor of a 'lifepack', TTC intentionally engages with youth, educators and our community partners focusing on what kids need to be productive, thriving, resilient contributors to society.

6th Grade Student Transition – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit.

Youth Artisan Fair @ Strawberry Festival – held in conjunction with the Topsfield Strawberry Festival in June, this program affords tri-town youth aged 9-18 the

opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event.

PARENT/COMMUNITY PRESENTATIONS & WORKSHOPS

Tools and Strategies for Strengthening Executive Function – presented by Stephanie Meegan and Rosemary Lucey, this workshop demonstrated a range of ways to proactively introduce and support habitual behaviors for successfully completing projects and explored research-based strategies for strengthening project-related Executive Function (EF) skills. Designed for parents of 5th-9th graders this program, held in February, had nearly 100 registered participants.

Emotionally Equipping Children and Teens to Better Manage Stress and Anxiety – presented by Lynn Lyons, LICSW and psychotherapist, this presentation laid out concrete strategies adults can use with children and teens helping children and teens understand their own thoughts, feelings and reactions, but also serve to prevent the development of anxiety and depression later in life. This event, held in November, had 300 registered participants and was recorded and shared on local cable access.

Community Conversation – held in November, TTC and members of The Coalition along with school staff, administration, parents, youth and community members gathered to discuss what the data of the 2016 Youth Risk Behavior Survey and 2017 Adult Perceptions Survey tells us about youth behavior, perceptions, misperceptions and norms.

Integrating Development of Social-Emotional Skills into Your Parenting – presented by Jane Hardin and held in collaboration with Masconomet Regional School District and the Tri-Town School Union, this program was for parents/guardians of children in pre-K through 12th grade and provided an overview of Social Emotional Learning (SEL), why it matters for our children, school and communities. The presentation provided practical strategies to help further develop these critical social-emotional skills in our children. Held in March, this program had 160 registered attendees.

Introduction to Meditation: A Workshop for Parents - TTC collaborated with the Zen Center North Shore for a special workshop which provided parents with tools and strategies to develop and maintain a sense of internal calm and resilience and how to use these mindful strategies to meet the many challenges presented by parenting and family life.

PROFESSIONAL DEVELOPMENT FOR EDUCATORS, ADMINISTRATORS & COMMUNITY PARTNERS

- Presentation to TTU & Masconomet Leadership Teams on Developmental Assets and Developmental Relationships in support of Social/Emotional Wellness Initiatives
- Bridges Together Professional Development convening Intergenerational Program Team members to develop goals for local initiatives.
- Sponsored local participation (17 community partners – including school and law enforcement representatives) at the Essex County District Attorney Annual Safety Conference in April focused on strategies for substance abuse prevention and intervention in school-age children.

COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events and regularly attends meetings of town and school boards to share our work. Outreach included:

- Masconomet Middle and High School Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health and Planning Boards
- Presentations to School Committees (K-12) and Parent Advisory Groups
- Proctor School Wellness Fair
- Middleton Gets Moving Night
- Topsfield Holiday Walk
- Topsfield Strawberry Festival
- Programming information sent regularly via TTC e-mail to over 2500 addresses
- Social media presence including TTC Facebook page and Twitter

AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

Disability Awareness Starts Here (DASH) – Since 1994, DASH has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and Middleton. This parent led program, relying on more than 250 volunteers, is embraced by the elementary school district, emphasizes abilities rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year almost all youth in second through fifth grade participate in this program. DASH presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities-Grade 5.

Sponsor-A-Child – run in the Boxford Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child working with Santa's Helper of Salisbury, facilitated the donation of hundreds of wish list gifts (clothing and essentials) with the help of dozens of classroom volunteers to more than 39 needy children during the 2017 holiday season.

TRI-TOWN COUNCIL LEADERSHIP

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strate-

gic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

Of note, in November 2017 TTC moved its executive office to 7 Grove Street, Topsfield. This move allowed the agency to increase its professional work space and expand to include a dedicated program space to host meetings, such as The Coalition meetings, as well as variety of programs.

OUR FUNDING

Municipal funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of Tri-Town Council.

IN SUMMARY

Through our educational, enrichment and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively strives to meet the needs and address the concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations and area resources to insure the highest impact and most cost effective delivery of our programs and services. We maintain high visibility in the community through our website: www.tritowncouncil.org, E-news via our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript,

local phone books, Parent Teacher Organization (PTO) directories and other organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents via Facebook and Twitter, providing important programming information and resources pertaining to various family issues, challenges and raising children of all ages. Our website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyberbullying, social media and Internet safety, stress/anxiety management, and alcohol and drug abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including; the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school PTOs; public libraries; and faith-based institutions. TTC maintains connections with professional groups including the Community Anti-Drug Coalitions of America, MassTapp, Bolster Collaborative, and the Massachusetts Non-Profit Network. We work with local organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - it is as a result of Municipal, Corporate, Foundation, Individual and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

Respectfully submitted,

Lisa G. Teichner, *Executive Director*

TRI-TOWN COUNCIL BOARD OF DIRECTORS

FY 18

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Susan Fowler, *Treasurer*

Alison Giacchino, *Secretary*

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TRI-TOWN COUNCIL ADVISORY BOARD FY19

Emily Collins; Marise Stewart; Mary Dodge; Jeanne Richards; Chris Rothman; Susan Block; Robin Wildman; Rhonda Fogel; Donna Davis; Dana Webster; Rodney Pendleton; Mark Landgren; Diane Frampton; Jan Pazar; Joan Murphy; Adam Thurlow

RECYCLING COMMITTEE

Now in its twentieth year, the Pay As You Throw (PAYT) Program has continued to decrease trash collection cost and increase overall recycling rates. The administration of both the PAYT and the recycling programs are handled in the Selectmen's Office. The Town collected \$50,700 in Pay as You Throw (PAYT) sticker revenue in fiscal 2018.

The Town is in its fifth year of a ten year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. of Peabody, MA. Under our contract terms, mixed recyclables, newspapers, paper, and cardboard are collected at curbside every other week. The May and October "Household Metal" collections continues to be very successful. Residents utilize this collection to dispose of household white metal appliances such as washing machines, stoves, dryers, etc. and anything else that has accumulated in the garage or basement.

We thank the hauling staff, provided by JRM, for their courtesy and cooperation in enforcing the PAYT program and also the general management for their considerate and prompt response to issues and resident complaints as they arise.

Prior year Sustainable Materials Recovery Program (SMRP) monies were used again this year to purchase supplies for the seventeenth Annual Town Clean-Up Day held in April. This year's clean-up was again sponsored by the Congregational Church. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers. Funds are also used at the two elementary schools in Topsfield, which

serve over 600 students plus staff. Each week, two 64 gallon totes per school (totaling four totes) are dedicated to organic waste for compost, and hauled by Black Earth Compost, which then offers the schools compost at half price for the school gardens and for a spring fundraiser as well. The hauling is funded by SMRP monies. The students are trained to sort their waste to maximize uncontaminated recyclables, compostables and bins have clear and thorough signs with pictures to help. They are also encouraged to reduce waste overall in other ways, such as reusable containers. Compostables are generated in the greatest volume in the cafeteria and kitchen, but classrooms also collect waste from snacks for composting. The compostable liners have been absorbed into the school facilities budget starting this year, and newly updated signs for the bins were funded by a private grant this year.

The Town recycled 740.62 tons of curbside wastes, which included 410.46 tons of mixed paper and 330.16 tons of co-mingled plastics, cans, and glass containers. This represented 38% of the total tonnage (1,931.44 tons) collected in the Town.

Thank you again, residents of Topsfield, for all your conscientious efforts in keeping our RECYCLING & PAYT programs alive and well.

Respectfully submitted,

Donna C. Rich
Recycling Coordinator

BOARD OF LIBRARY TRUSTEES

TOPSFIELD BY THE NUMBERS

The Topsfield Town Library continues to serve Topsfield residents and members of the surrounding communities, providing both information and entertainment. Library staff answered 47% more reference questions this year than last year. The library's "likes" on Facebook increased by 25%. Wireless sessions increased by 17%. eBook downloads increased by 6%.

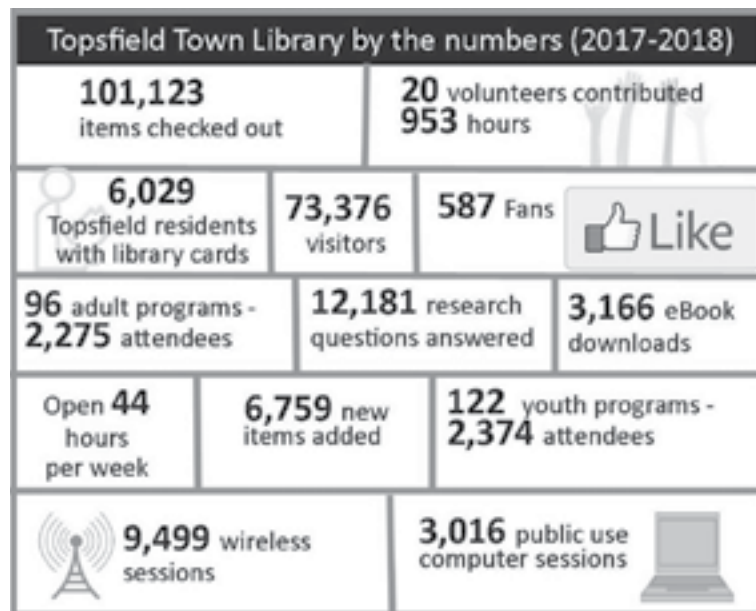
LIBRARY STAFF

The library's staff has been stable for the majority of fiscal year 2018. Aimie Westphal left the library in November for a full time opportunity. The library was fortunate to have staff member Anna Brandenburg, who was able to cover Aimie Westphal's hours in Reference.

FACILITY

Beginning in October, the Town of Topsfield and the library experienced power outages that lasted for several days. Fortunately, the library's generator powered the sump pumps and heating systems so there was no weather-related damage to the facility.

The Meeting Room looked shabby after being used for approximately 12,000 meetings and countless library programs. In Fall 2017, it was transformed into a warm and inviting space for meetings and art shows. The walls were re-painted a creamy gold and a new carpet and ceiling tiles were installed. Many thanks to library trustee Patricia Walsh for color recommendations and to the Gould Trust for making the update possible.



In FY2018, the library introduced its first logo. A committee of both library staff and Topsfield residents worked with graphic designer Val Cook from Effie Noren Graphics to design a logo that displayed the characteristics of the Topsfield Library. The committee met several times to brainstorm ideas about what the library means to the community, as well as to review draft designs. After much deliberation, the committee chose a logo that celebrates the architecture of the historic library building, while maintaining a clean, modern aesthetic.

LIBRARY PROGRAMS

FY2018 was a busy year for library programming. Some may remember doing Tai Chi on the Common in July, taking sewing lessons in our Project/Craft space, or learning to play Mahjongg.

It was also a year of many “firsts”: the library planned and executed its first Escape Room for adults and children in January, became one of the first groups to become Dementia Friends in February, and hosted its first staged reading—*The Importance of Being Earnest*—in April. The staged reading was directed by library associate Rebecca Boudreau, who also had a part in the production.

Other programs held during FY2018: In February, patrons enjoyed a Regency dress program and afternoon tea, sponsored by a Cultural Council grant. During the month of March, the library held a Social Justice Community Read, highlighting several books on a variety of social justice topics. As part of the program, the library hosted a Dementia Awareness workshop and a panel discussion—Disability Advocacy for Tri-Town Locals—which was sponsored by the Cultural Council.

The Music Committee sponsored three concerts during FY2018. Two concerts were held at the Gould Barn: one featuring teen guitar sensation Quentin Callawaert, and one featuring blues, jazz, and Latin band Los Sugar Kings. The final performance of the season was “A Romantic Afternoon: from Russia to Bohemia” featuring soprano Dana Varga and was held at the Congregational Church of Topsfield.

The trustees wish to thank the Topsfield Historical Society and the Congregational Church for allowing the library to use their locations at a greatly reduced rate. The trustees also want to thank the members of the Music Committee for their hard work: Paul Ackerman, Bruce Bolnick, Gail Bryson, Mitzi Gatlin, Joe Gibbons, and Abby Jackson.

CHILDREN’S PROGRAMS

Once again, the Children’s Room was busy with a variety of activities. The fiscal year started out big - the summer reading program had a record-breaking 208 participants! Nature Nick and his furry friends entertained children in July. The Museum of Science brought their science “magic” show. And over 75 children and adults attended the Stuffed Animal Clinic at the Gould Barn in August.

Storytimes resumed in October, as did the library’s partnership with Coordinated Family and Community Engagement of the North Shore (CFCE). CFCE brings two programs to the Topsfield Library: “Dads and Donuts” on Saturday mornings and “Tri-town Tune In” – a Thursday morning program focusing on building early literacy skills through music and stories. The entire library got into the Halloween spirit by dressing in costume and giving out non-food treats.

The children’s librarians held early release day activities for older children, including Bingo and craft projects. On school vacation weeks, the library held “Lego Mania” sessions, Ed the Wizard, and Storytime with Belle.

In the spring, children’s librarian Lindsey Recka went to Steward School to read to a kindergarten class for “Read Across America Day.” She also led tours of the library to Joyful Noises Preschool.

The famous Summer Reading Kickoff was held on June 15. Three hundred kids and adults “rocked” with Knuckle Bones big games, danced to a playlist curated by Lindsey Recka, and made ice cream sundaes.

LIBRARY VOLUNTEERS

The library couldn’t be the place it is without its volunteers. Our 20 dedicated volunteers come to the library each week to process new books, put away books, repair books, and do special projects. The staff and trustees cannot thank them enough.

FRIENDS OF THE LIBRARY

The Friends of the Topsfield Library support the library in many ways. Its membership drive and book sales fund numerous adult and children’s programs. The library would like to thank the Friends for their continued hard work bringing the following programs to the residents of Topsfield.

- Summer reading kickoff event and children’s programs throughout the summer
- Summer reading prize for adults
- Fall and spring book sales
- Gingerbread house decorating
- Holiday Stroll refreshments
- Author events

The Friends of the Topsfield Library also sponsor the majority of the museum passes provided by the Museum Pass program. The following is a list of museums and properties whose memberships are sponsored by the Friends:

- The Children's Museum of Boston
- Gloucester Maritime Heritage Museum
- The Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Peabody Essex Museum
- Salem Witch Museum
- Trustees of Reservations
- Zoo New England: The Franklin Park and Stone Zoo

In closing, the Trustees of the Library thank patrons for their generous support. To see all the services the library provides, please visit the library's website at www.topsfieldlibrary.org.

Respectfully submitted,

Gail Bryson, *Chair*

2018 BOARD OF LIBRARY TRUSTEES

Gail Bryson, *Chair*

Janet Kmetz, *Vice Chair*

Brooke Spater, *Secretary*

Olivia Gatti

Kathryn Hartmann

Abigail Jackson



PARKS & CEMETERIES COMMISSION

COMMISSIONERS

Steve Mscisz, Chairman
Robert Benjamin, Member
Gretchen Rehak, Member

STAFF

Stephen Shepard, Superintendent
Paul Fontaine, Assistant Superintendent
Peter Miller, Lead Person
Constance Rowe, Secretary

GENERAL INFORMATION

General Inquiries: 978-887-1525
Emergencies: 978-887-6533

The Parks & Cemeteries (P&C) Office has been relocated to the lower level of the new Town Hall located at 8 West Common Street in Topsfield. Office hours are Tuesdays and Thursdays 9:00 a.m. to 1:00 p.m. All other times are by appointment. All pre-need cemetery lot sales begin approximately mid December and continue until March 1st. All other times are emergency sales (see above emergency telephone number). To be eligible to purchase lots in Topsfield cemeteries you must be a current taxpaying Topsfield resident. Other restrictions may apply.

SPORTS/COMMUNITY ACTIVITIES/FIELD MAINTENANCE

The Park & Cemetery Staff prepare, maintain and provide improvements to all playing fields throughout the Town of Topsfield. Topsfield's playing fields include the upkeep of Pyebrook Park, Klock Park, Emerson Center, Steward School and Proctor School and the four tennis courts.

P&C works closely with the schools to minimize noise and disruption during the school day while maintaining the fields. Topsfield's playing fields, particularly PyeBook Park, are highly sought after and usage schedules are complex to accommodate all teams from Topsfield and surrounding communities. The P&C Department charges usage fees commensurate with other Towns for playing fields, and the upkeep for mowing, watering, fertilizing and weed whacking for the over 300 acres of fields is very time consuming.

All sports, games and practices must be scheduled to have field space. Field schedules through the Parks & Cemeteries office are viewable online at: www.topsfieldma.gov by scrolling to schedules. In addition every user group must apply for a field use permit. Various restrictions apply concerning said permits which can be viewed online. Field use permit forms are also available at our Cemetery Office.

The P&C department maintains the schedules for all playing fields and ensures that fields are prepared and ready for use.

CEMETERIES

The Parks and Cemeteries Dept. maintains 350 acres of properties of which 300 are parks, school grounds and nature trails. Most residents are unaware that there are three cemeteries in Town.

Pine Grove, which is the largest, is located on Rt. 97 (Haverhill Road). Boston Street Cemetery is located on Rt. 1 near the police station, and South Side Cemetery is located on Rowley Bridge Rd. A total of 30 interments have been performed year to date for fiscal year 2018

which began on July 1, 2017, of which 12 were full and 18 ash burials. The P&C staff is the primary liaison with families and funeral directors, as well as the contact for places of worship. This requires exceptional communication skills and compassion when assisting families and friends in difficult circumstances. The selection of memorials, benches, headstones must be approved by the Park & Cemetery Commissioners, and contribute to the overall character, beauty and safety of the Topsfield cemeteries.

Cemetery expansion continues at the Pine Grove Cemetery in order to stay ahead of burial space needs. We recently added a new section at Pine Grove Cemetery for green ash burials. This area known as Section H continues to grow supported by sales. This area allows cremated remains to be buried in direct contact with the soil and consists of approximately 200 plots. A Rules and Regulations sheet for this section is available at the Cemetery Office within The Pine Grove Cemetery. Section F is another newer section at Pine Grove Cemetery for full and ash burials, with approximately 200 burial plots. Rules and Regulations also apply to this section which is located along a wood line to the south of the Founders monument. Section F is the section where full burial lot spaces are currently being sold.

PARKS

2018 was again a busy year for Parks & Cemeteries. As the scope of the work continues to grow in maintaining all fields and parks, the need for more equipment continues to coincide with same. In order to protect equipment from the weather a metal Quonset hut type building was purchased. However due to a late fall delivery of the building, assembly of the shed will not begin until the Spring of 2019. The 1895 Hearse barn wooden structure adjacent to the main building was also cleaned out this summer and some light restoration to the outside of the building has begun. Our goal is to convert the barn into a chapel-event meeting building for families to gather and other community events.

New doors, windows, electric wiring and insulation will begin in 2019. We are aiming for completion of this project before 2020. The area which surrounds the

barn has also been converted into a parking lot, with the ability to accommodate 30 + cars. A total of \$25,000.00 was raised at the Spring 2018 Town Meeting to help with the restoration of this Barn. The Parks & Cemeteries Dept. will utilize trust funds for the balance of monies due for this project. The Parks & Cemeteries Dept. Office also moved in 2018 to the bottom floor in the new Town Hall. The office is open Tuesdays and Thursdays from 9 a.m. to 1 p.m. All other times are by appointment by calling: (978)-887-1525.

EQUIPMENT

A new Z-Trak mower was purchased out of Cemetery Trust Funds in 2018 while our Department's older unit will be turned into a baseball infield conditioning machine instead of being used for trade in value.

RECREATION

Efforts are being made to resurrect the Summer Band Concerts. Two successful Summer Concerts were held this summer and plans are underway now for additional 2019 concerts! Holiday on the Green also took place this year on Saturday December 1st. It featured a tree lighting ceremony on the Common. The Recreation Committee began working starting in September to plan the large array of events which are held throughout the Town during this event. Our department also spent the month of November setting up lighting for the trees. This year the lighting display was expanded by adding nine new trees which were purchased and brought into the lighting ceremony on the Common. One hundred feet of extra strings of lights were also added to a number of existing displays throughout the Town. The event was once again well attended and very successful! It was determined that more than 2,000 residents and visitors from surrounding communities enjoyed the evening, which featured food trucks, caroling in the street, music and dance performances, and open houses throughout the businesses.

ROADSIDE ANIMAL PICKUPS

During the year 2018 the Parks & Cemeteries Dept. responded to 20 plus deceased animal calls throughout the Town. While this is a responsibility of the P&C staff, it should be noted that it takes unique skills and

compassion to communicate with families who may have lost a beloved pet.

MISCELLANEOUS

The Parks & Cemeteries Dept. is also responsible for the purchase of necessary supplies relating to the maintenance of the methane distribution system at Pyebrook Park. Two new complete methane flares and all components were purchased and are working and in place at the park. The actual rebuilding is outsourced to Weston & Sampson Engineers. Our Superintendent works closely with Weston & Sampson and the Massachusetts Department of Environmental Protection to ensure that all mandates are met. All the working components of the methane flares are cleaned and/or rebuilt yearly.

ACKNOWLEDGEMENTS

We would like to thank all Town departments, committees, boards, garden clubs, the Veterans Administration, all divisions of the Topsfield Athletic Association, the Boy Scouts of America and Eagle Scouts, Council- on Aging-band concerts, the Acting Recreation committee for Holiday on the Green, as well as all other individuals who donated to the Parks & Cemeteries Dept. this past year. Note: The Scouts help yearly to set out grave marker flags on the graves of the deceased veterans buried in Topsfield Cemeteries every Memorial Day.

Respectfully submitted,

Steve Mscisz, *Chairman*

TOPSFIELD BEACH ASSOCIATION

SUMMARY

The 2018 summer season had a slight decline in memberships compared to 2017; 189 vs. 222. The beach proved to have some challenging problems for the all-volunteer board to deal with. These included the water well failing, the well water having a positive result for E. Coli bacteria, a garage door needing replacement, and trees falling during fall and winter storms needing to be removed. Our electric service was also damaged due to falling tree limbs. As a result of the well water problems, we needed to provide portable toilets for restrooms. We suspect that the falling trees may have played a part in the well water problems, because a tree fell on top of the well head. Additionally, our refrigerator could no longer freeze the ice cream stock. We have also been dealing with persistent vandalism problems. Our new garage door, for example, had its new latch broken off in December 2018.

On a more positive note, two of our life guards, Chloe Mitchell and Joanna Mullen, approached the Topsfield Beach Association (TBA) in the spring to see if we would be willing to start a new "swim club." The swim club met twice a week and encouraged more competitive swimming skills. This was an immediate hit, with 14 sign-ups for the club. Swim lessons were down this year with only 21 enrolled, versus 30 last year. We had a good year for programs with Miss Nancy's Girls Club, North Shore Nature Program (NSNP), and Stand-up Paddle Board (SUP) each having strong participation. We continue to do well with the honor system ice-cream freezer as well; a beachgoer favorite service. Unfortunately, NSNP feels they have outgrown our facility and TBA is sad to see them go.

EAGLE SCOUT PROJECT

Christopher Blanchard from Topsfield Scout Troop 81

has been working with TBA on plans to improve the beach house. TBA will fund the materials and supplies required for Christopher's Eagle project. The planned project includes painting the interior of the garage, installing shelving, disposing of clutter, rebuilding a privacy partition outside the women's bathroom, and installing a tool management system. The project is slated to start as soon as Christopher gets Council approval. The project has a budget of \$600.

WELL WATER PLAN

TBA intends to replace the well with one that is the same type as the existing well. A drilled well, typical of many homes in Topsfield, has a cost of around \$10,000. Our lean organization is not able to afford such an expense without a major capital campaign, nor is it sensible to have other organizations, such as the Town, pay for this. While a drilled well could be the end all solution to this problem, a point well is more than enough to meet the beach house needs for the two months TBA operates. We anticipate the new point well costing approximately \$1,100.

REFRIGERATOR

During the summer the refrigerator failed to freeze and refrigerate to temperatures for safe storage of food items. Drinks were the only item that could be placed in the refrigerator. A replacement refrigerator will be purchased in the spring for approximately \$800. TBA will also replace some of the light fixtures, outlets, and other quality of life improvements inside the beach house as required.

ELECTRICAL SERVICE

In the Fall and Winter of 2017, the electrical service entry point was damaged by falling tree limbs. This was not immediately noticed at the start of the season. It only became obvious when the lights were blinking

on and off in the beach house. TBA suspected the well problems may have been related to this. TBA contacted a local electrician and he cleaned the contacts on the main breaker, which had water infiltration and corrosion. The electrician recommended we replace the electrical service entry point above our main breaker. This will be completed in the spring of 2019 for approximately \$1000.

DOCKS

The docks that the TBA employs are quite unique. They run in a "T" shape approximately 80 feet long by 60 feet wide. Some of the floats and wood boards need to be

replaced. Some of the docks sink into the water when there are several people in one corner, for example. An investigation into the cost of a complete "one and done" replacement dock system was quoted at \$60,000. TBA thinks it would be more prudent to replace or refurbish one or two dock sections per year for the next several years. TBA intends to spend approximately \$1,200-2,000 per year on dock maintenance.

Respectfully submitted,

Eric Renda, *Treasurer*

2018 BEACH INCOME & EXPENSE		INCOME		EXPENSE
Memberships	189	\$26,970.00		
Swim Club	14	\$700.00		
Swim Lessons	21	\$840.00		
Other Income		\$10,906.10		
Fundraiser		\$2,500.00		
Programs		\$6,132.50		
Totals		\$48,048.60		
Payroll & Fees				\$31,781.91
Ice Cream				\$2,061.65
Supplies (membership etc.)				\$851.18
Maintenance				\$1,430.62
Insurance				\$2,721.00
Constant contact				\$579.07
Fire				\$59.95
Utilities (Elec/Internet/Phone)				\$641.87
Varsity Swim / Sewforth				\$644.86
Garage Door Replacement				\$1,150.00
Well Repair				\$859.23
Port-a-potty Rental				\$252.94
Open water training				\$150.00
BioMarine water testing				\$420.00
Blue Tarp – True Value HW				\$312.37
Landscaping – Turn over sand				\$650.00
Interest	\$44.79			
Totals		\$48,093.39		\$44,566.65
Est. Profit (Loss)		\$3,526.74		

RAIL TRAIL COMMITTEE

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose was to develop the 3.9 miles of abandoned MBTA rail corridor into a recreational path without cost to the Town of Topsfield. The trail is known as the “TLC” or Topsfield Linear Common. That has been accomplished during the course of about 80 meetings. There is more to be done and maintained.

COMMUNITY OUTREACH

1. TLC brochure updated and distributed at public events, Town Hall and the bicycle shop.
2. Maintained the *www.TopsfieldTrail.Org* website.
3. Grow Spring event: This event was held on March 18th 2017 at the Emerson Center, Gould Barn and Commons. The committee supported the event by manning a table.

GRANT APPLICATION

A grant was applied for and approved by the Dept. of Conservation and Recreation in the amount of about \$30,000. The funds will be used to improve street crossing safety. The plan is to add advance LED warning flashing lights on both side of the Rt. 97 crossing, install LED flashing lights at both the Washington St. and Bare Hill Rd. crossings.

EAGLE SCOUT PROJECTS

Four Exercise Stations

Joey Perkins, for his Eagle Scout Project, finished an exercise station adjacent to the Topsfield Linear Common (the rail trail) by the Proctor School. Approvals were obtained from the Rail Trail Committee, Parks and Cemetery Commission and Selectmen.

MASCO INTERNSHIP PROGRAM

We had five interns this year who have selected the trail for their high school senior community service project. They worked on a list of maintenance and trail beautification projects including planting donated day lilies and staining the railing on the Ipswich River Bridge. The Rail Trail Committee and their volunteers supervised their work and commended them on a job very well done.

PHASE 4 STATUS

This section is the 1.6 miles of unfinished, but usable trail, north of Washington St. to the Boxford town line. This section of the trail is owned by National Grid for which Topsfield has a license for its use. There are significant restrictions on what maintenance we can do to the trail until we get a lease on the property. Two years ago an engineering drawing was presented to National Grid. Comments were finally received from National Grid and they are being reviewed by the Rail Trail Committee then Selectmen. Meanwhile, the Friends of Topsfield Trails donated the cost to fix wet areas with additional coarse stone dust near Washington St. just north of Oak Drive crossing.

MAIN STREET PARKING SPOT REMOVAL

The Selectmen were asked to order the removal of the closest parking space to the Rail Trail crossing on the north side of Main St. for safety reasons. That was approved and it has been completed.

TRAIL MAINTENANCE UPDATE

Various trail maintenance projects have been completed on the 3.9 miles of trail including brush cutting, grass mowing, filling chipmunk holes, ruts and repairing some lifted deck boards on the Ipswich River railroad bridge.

ROUTE 97 PARKING AREA

The parking area has been completed with funds from a Dept. of Conservation and Recreation grant as well as the Friends of Topsfield Trails. The parking area accommodates 8 to 9 vehicles off road for safe loading and unloading of watercraft.

COMMON STREETS GRANT PROGRAM

Worked with Town officials to suggest areas to improve trail crossings in relation to the Common Streets grant which will be applied for. Items included flashing

signals at Bare Hill Rd. and Washington St. as well as advanced warning signals on both Rt. 1 and Rt. 97. The grant was not approved.

Respectfully submitted,

Joe Geller, *Chairman*

Members: Roy Baessler, David Read, and Bill Rossiter.
Volunteers: a crew of highly dedicated and generous individuals for which the committee is proud and grateful.

OPEN SPACE COMMITTEE

Activities of the Open Space Committee during FY 2018:

The committee's main activity has been to update the 100 page 2010 Open Space Plan, which is required for several of the grants for which the Town of Topsfield applies to the Commonwealth of Massachusetts.

Public forums were held to present the Open Space Survey and draft Open Space Plan for comment by the public.

Respectfully submitted,

Joe Geller, *Chairman*:

Members: Martha Sanders, David Merrill, Melissa Ogden and Reggie Lockwood.



PHOTO BY JERRY MONKMAN



PHOTO BY JERRY MONKMAN

CONSERVATION COMMISSION

COMMISSIONERS

Cheryl Jolley, *Chair*

Dodds Shamroth, *Vice-Chair*

Holger Luther

Jim Carroll

Jennifer DiCarlo

STAFF

Heidi Gaffney, *Administrator*

Susan Winslow, *Sr. Administrative Assistant*

Theresa Coffey, *Recording Secretary*

INTRODUCTION

The Topsfield Conservation Commission (Commission/TCC) has responsibility under the Massachusetts Wetlands Protection Act and Regulations, the Topsfield General Wetlands Bylaw and Regulations, and numerous other laws, regulations, and policies, to protect groundwater and surface water quantity and quality, prevent flooding and erosion, manage stormwater in order to prevent storm damage, and protect wildlife habitat and recreation values in Topsfield. Meetings typically are held twice a month, 2nd and 4th Wednesdays, at the Topsfield Town Library meeting room. Phone: 978-887-1510, general e-mail address: conservation@topsfeld-ma.gov, webpage on the Town website: www.topsfield-ma.gov/conservation-commission.

HIGHLIGHTS

- We welcomed Susan Winslow as the Sr. Administrative Assistant to the Conservation Commission & Board of Health who replaced Ivana Szady.
- With assistance from Essex County Greenbelt, two Conservation Restrictions were acquired over a total of 45.4 acres at Donibristle Farm off of Rowley Bridge Road for which Topsfield was awarded a Local

Acquisitions for Natural Diversity (LAND) Grant reimbursement in the amount of \$400,000.

- Preparation for the move back to the newly renovated Town Hall continued.
- A new Town website was launched making information easier to find and more accessible to the public.

“Permits” issued in FY 2018 included twenty-two TCC Administrator Permits (TCCAPs) for minor Buffer Zone (only) activities, eleven TCC-voted Determinations of Negligible Impact (DNIs) for minor projects in Buffer Zone or Riverfront Area and eight Certificates of Compliance for completed projects.

Public Hearings included a total of sixteen Abbreviated Notice of Resource Area Delineation (ANRADs) Requests for Determination of Applicability (RDAs) or Notices of Intent (NoIs), the most complex applications, resulting in the issuance of one Order of Resource Area Delineation (ORAD), six Determinations of Applicability (DoAs) and nine Orders of Conditions (OoCs).

Approved projects included the installation of new water mains; a parking area to facilitate public use of Donibristle Farm; multiple septic system repairs and upgrades; drainage work; the demolition of the old Mill House and garage at the Ipswich River Wildlife Sanctuary; numerous additions, pools, decks, sheds, driveway repairs and tree removals; and general site work near and in Wetlands Resource Areas. One Emergency Certification was issued to mitigate a beaver conflict.

Commission members and officers remained the same, with Cheryl Jolley serving as Chair and Dodds Shamroth as Vice-Chair. Theresa Coffey has continued performing

an excellent job as Recording Secretary. Susan Winslow was hired in December 2017 as the Sr. Administrative Assistant.

The Conservation Commission continued with modifications and input to the Munis Permitting Software program for permitting departments in Town, with continued effort to make the system more user-friendly and the information more useful to the Conservation and other departments involved. Administrator Gaffney attended several Mass. Society of Municipal Conservation Professionals workshops and Parker-Ipswich-Essex Rivers meetings.

At the end of FY18 the Conservation Commission was seeking a summer intern and had a lot of interest from some fantastic local students. Choosing just one would not be an easy task. The summer intern would be tasked with identifying potential vernal pools to seek out for certification, reviewing and mapping the Bylaw Perennial Streams and creating helpful planting guides to assist residents with choosing appropriate native species to plant.

Under the Senior Work-off Program, Walter Harmer, along with his dog Mr. Houdini, continued spending untold hours caring for and improving the Conservation property at 362 Boston Street.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully submitted,

Heidi Gaffney
Conservation Administrator

PLANNING BOARD

INTRODUCTION

The responsibilities of the Planning Board include approval of Approval Not Required (ANR) lots and subdivisions, site plan review of proposed projects, the granting of stormwater and erosion control permits and special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield.

PERMITS AND APPROVALS

- ANR approvals: Subdivision of property located at 120 Hill Street in order to create the 43.57 acre parcel in accordance with the May 2017 Annual Town Meeting vote authorizing Essex County Greenbelt to purchase the property, known as Donibristle Farm. Subdivision of the lot located at 125 Boston Street into two parcels to be conveyed to the owners at 75 and 79 Salem Road.
- The Board granted Stormwater and Erosion Control Bylaw permits for 3 Kinsman Lane and 5 Orchard Lane.
- The Board approved an Accessory Apartment at 34 Gail Street.
- A Public Hearing relative to a Subdivision Plan at 303 and 333 Perkins Row began in early December 2017 and closed in March 2018. There were three parcels which included 36.5 acres of open space with a Conservation Restriction owned by Essex County Greenbelt Association, 8 acres located across the street and 14.2 acres which was proposed for a subdivision of 12 single family homes. The Board approved the Definitive Subdivision Plan, along with Stormwater and Erosion Control Permit and Scenic Road Permit.

- A Public Hearing relative to a Subdivision Plan at 293 Boston Street/Martina Way began in early September 2017 and closed in July 2018 with the approval of a one lot subdivision and Stormwater and Erosion Control Permit.
- The Elderly Housing District at 470 Boston Street, known as Rolling Green, requested the following minor changes: a change in the manufacturer of the lighting fixtures, modifications to tree species to be planted by the buildings and the perimeter, and a change in the material of the fence to be placed around the stormwater basin. The Board granted these minor changes.

ZONING AMENDMENTS

The Planning Board held a Town Forum on marijuana. It was reported that the citizens of Topsfield voted against recreational marijuana in 2016, 57% to 43%. Because the Town voted against recreational marijuana, the Town could ban recreational marijuana establishments by Town Meeting vote. Two Zoning Bylaws and one General Bylaw relating to marijuana were proposed. Town Meeting approved the replacement of Article VII, Section 7.05: Temporary Moratorium On Recreational Marijuana Establishments with a new Section 7.05 Marijuana Establishments that banned such establishments. In addition, Town Meeting adopted General Bylaw LXV that bans recreational marijuana establishments. Also approved was a new zoning article LXVII that created a Medical Marijuana Cultivation/Processing Overlay District. This required amendments to the Table of Contents, and Articles I, II, III and VII. The Planning

Board also proposed and Town Meeting approved amendments to Article XIII, Sign Regulation.

MEMBERS AND LIAISONS

Josh Rownd was re-elected in May 2018. Martha Morrison was elected Chair, and Steven Hall Clerk. The following liaisons were appointed:

Joe Geller*Mapping & Rail Trail*
Steven Hall*Stormwater/ JG Alternate*
Jeanine Cunniff*Soil Removal & Conservation Comm.*

All the above activities required the coordination and cooperation of boards, committees and departments throughout Town government. The Planning Board would like to acknowledge the generous commitment of time and talent of all who have participated.

Respectfully submitted,

Martha Morrison, *Chair*
Steven Hall, *Clerk*
Jeanine Cunniff
Joseph Geller
Josh Rownd

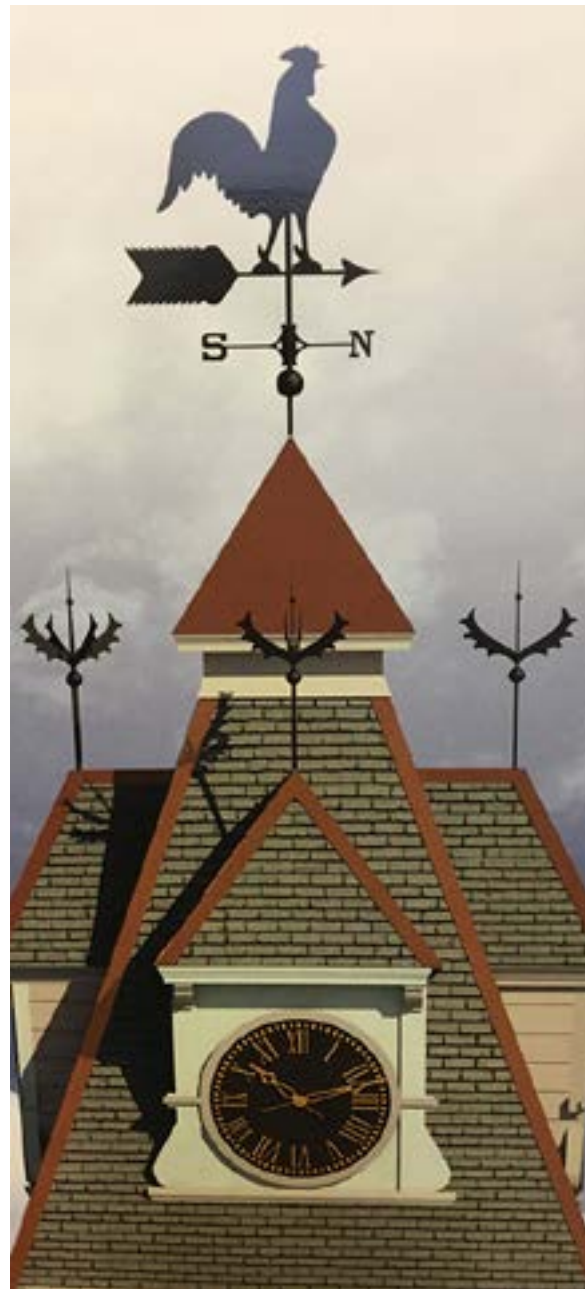


PHOTO COURTESY TOWN OF TOPSFIELD

ZONING BOARD OF APPEALS

INTRODUCTION

Zoning bylaws define permitted uses of land, prohibited uses, and uses which require special permits. The Zoning Board of Appeals primary role is to hear appeals with respect to permits that have been denied by the Building Inspector. Upon hearing of the appeal, the Zoning Board may grant a variance providing relief to an owner of property, if literal enforcement of a zoning bylaw would create a substantial hardship, or in some instances as the “permit granting authority” or “special permit granting authority” the Board may grant a special permit to allow the requested relief, with appropriate conditions, or may allow a modification or alteration to an existing structure or use upon making the requisite finding in conformance with the requirements of Massachusetts General Laws and the Town of Topsfield Zoning Bylaw.

FY18 DECISIONS / HIGHLIGHTS

- 51 Central Street: The Board granted a finding to decrease 3.7 feet on the side setback in order to demolish the existing two car garage and to construct a new 28-foot x 40-foot garage.
- 3 Kinsman Lane: The decision of the Building Inspector to deny a building permit under Section 4.03 was overturned. The decision of the Building Inspector to deny a building permit under Section 4.08 was affirmed. The request of the Applicant to withdraw the Application for a variance, without prejudice was granted.

- 49 Main Street: The Board granted a change in use from office space to a variety store.
- 30 Gail Street: The Board granted a finding to increase the side setback to 7-feet in order to construct a family room, 2 bedrooms and remodel of an existing garage.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Jody L. Clineff

David D. Merrill, *Clerk*

David P. Moniz

Gregor Smith

ANNUAL TOWN MEETING MINUTES

ANNUAL/SPECIAL TOWN MEETINGS

The several articles in the Warrant for the Meeting and the action of the Town thereto.

The Moderator, Stephen Whelan, reported there was a quorum and called the Annual Town Meeting to order at 7:04 PM, and introduced himself. The meeting was opened with the Pledge of Allegiance. The Moderator confirmed with the Town Clerk that the warrant had been served and duly posted, and that the Return of the Constable was certified as proper and complete, posted and advertised as required by law.

A summary of further announcements are listed below:

1. The cafeteria is available for overflow seating and an audio speaker has been set up, however, there are plenty of chairs here in the Gym and I ask all to take a seat. It aids with the counting process during hand count votes.
2. Former Moderator, John Kinhan has agreed to act as Assistant Moderator as needed for the overflow cafeteria room. Assigned tellers will assist him during vote counts.
3. As a courtesy, all electrical devices should be silenced.
4. Meeting is being recorded. The Moderator thanks Brad Sweet and Boxford Cable for their service.
5. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to the main motion, and doesn't require a second. If the Finance Committee recommends "no action" on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee

recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee's "no action" recommendation is voted down; but, the vote will be taken on the Finance Committee's recommendation of "no action" before a motion for positive action is in order.

6. If one wishes to speak to any question, one must first be recognized by the Moderator. When recognized, the person must state his or her name and street address. Debate should be conducted in a respectful and courteous manner.
7. If a voter desires to move an amendment to a Finance Committee recommendation or to any other motion, I will require a written proposed motion to amend for review by myself and Town Counsel prior to any action on it. We have printed forms for these motions and will be happy to help anyone who needs assistance in making it out.

The Moderator continued on to recognize citizens who have recently completed terms on Town Boards and Committees. They included:

Joe Collins.....Board of Health
Elizabeth Collins.....Board of Registrars
Martha MorrisonBoard of Selectmen
Laura PowersBoard of Selectmen
Alfred Di DonatoCouncil on Aging
Laura O'Connor.....Cultural Council
Annette CohenCouncil on Aging
Audrey IarocciBoard of Library Trustees
Patricia Walsh.....Board of Library Trustees
Kim SherwoodMasconomet School Committee
Joe QuigleyElementary School Committee
Greg Lindsey.....Elementary School Committee
Linda Ross.....Elementary School Committee

The Moderator acknowledged Representative Brad Hill and Senator Joan Lovely, who were seated in the front row. He then recognized Beth Willis, Town Clerk and Erin Merrill, Assistant Town Clerk. The Moderator introduced the Board of Selectmen: Chairman Boyd Jackson, Mark Lyons, Dick Gandt, and John Spencer, followed by Town Administrator Kellie Hebert and Town Counsel Lauren Goldberg. He then introduced Finance Committee Members, Chairman Karen Dow, Jonathan Guido, Dana Warren, Eric Menzer, Michael Hartmann, Che Elwell and Louis Ross, as well as Administrative Assistant Jennifer Davis.

In attendance were Department Heads as follows: Treasurer Collector Barbara Michalowski, Town Accountant Catherine Gabriel, Highway Superintendent Dave Bond, Water Department Superintendent Greg Krom, Police Chief Evan Haglund, Fire Chief Jenifer Collins-Brown. Council on Aging Executive Director Paula Burke, Board of Health Agent John Coulon, Conservation Commission Administrator Heidi Gaffney, Board of Library Director Laura Zalewski, and Purchasing and Community Development Coordinator Donna Rich. Members of Boards and Committees in attendance include: Holger Luther and Cheryl Jolley of the Conservation Commission, and Sheryl Knutsen from the Board of Health. Superintendent Scott Morrison from Topsfield Elementary Schools and Masconomet Superintendent Kevin Lyons were also recognized, as well as School Committee Board Members. Also representing the schools, the Moderator introduced Susan Givens, Steve Greenberg and Steve Clifford. He concluded with identifying the tellers, Dottie Wass, Dianne Bayliss, Janet Kmetz, Ruth Lucy, and Elaine Crippen.

The Moderator asked for permission to allow out of town Department Heads and leadership of Departments to sit with their peers, and there were no objections.

ARTICLE FIRST: REPORTS

Finance Committee Chairman, Dr. Karen Dow presented a report outlining the Budget process for the Fiscal Year 2019. The Finance Committee believes its recommendations remain consistent with the ideals of our community while staying responsive to the needs of the taxpayers.

At 7:35 PM, the Moderator called the Annual Town Meeting into a brief recess and called to order the Special Town Meeting.

ARTICLE FIRST: REPORTS

Gregor Smith, of 104 Main St., Chairman of the Town Hall Building Committee, reported that the renovation of the 145 year old Town Hall Building is currently ahead of schedule and under budget.

Phil Knowles, 12 Boston St., Unit 21, Chairman of the Water Commissioners, reported that the Water Treatment Plant is projected to be on line in early 2019 and the project is under budget. In addition, bids for the River Road/Prospect Street line replacement project, approved at last year's Town Meeting, have come in under budget.

ARTICLE SECOND: PRIOR YEAR BILLS

There are no bills at this time.

ARTICLE THIRD: FISCAL YEAR 2018 BUDGET TRANSFERS

The Finance Committee recommended that the Town vote to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2018 fiscal year as follows:

TRANSFER FROM: TRANSFER TO:
Insurance- Liability / Accident

\$46,000	Snow & Ice	\$46,000
\$3,000	Street Lights Other	\$3,000
\$1,550	Town Accountant:Other	\$1,550
\$4,500	Town Hall:Other	\$4,500
\$10,000	Selectmen's Special:Other	\$10,000
\$ 65,050 total.....		\$65,050

The Town so voted unanimously.

ARTICLE FOURTH: RESCIND PRIOR YEAR BORROWING

The Finance Committee recommended that the Town vote to rescind borrowing authorization for the "Town Hall Exterior Envelope Repairs" as voted under Article Fifth at the 2015 Special Town Meeting in the amount of \$50,000, which amount was authorized but unissued. The Town so voted unanimously.

ARTICLE FIFTH: PROGRAMMING SPACE FOR COUNCIL ON AGING SERVICES AND ACTIVITIES

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate the sum of \$3,600 from the amounts appropriated under Article Third of May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Pensions/Essex Retirement, to be expended by the Board of Selectmen to lease programming space for Council on Aging services and activities for Topsfield's seniors, and to authorized the Board of Selectmen to enter into a lease for such purposes upon such terms and conditions as the Board deems appropriate.

ARTICLE SIXTH: POLICE TASERS

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$9,000 from the amounts appropriated under Article Third of May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Property and Liability Insurance to the Police Department "Other" Account for the purchase and equipping of six (6) new Tasers. The Town so voted unanimously.

ARTICLE SEVENTH: TRAFFIC SAFETY EQUIPMENT AND SUPPLIES

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Article Third of the May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Property and Liability Insurance the sum of \$10,000 to the Police Department "Other" Account to purchase traffic safety equipment and supplies for the Town's Public Safety Trailer.

ARTICLE EIGHTH: HIGHWAY DUMP TRUCK SANDER WITH PLOW

The Finance Committee recommended that the Town vote to appropriate the sum of \$145,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a dump truck sander with plow, including all incidental and related expenses; and to meet said appropriation to transfer the sum of \$33,370 from the Insurance Restitution Highway Department Account; the sum of \$57,020.87 from Article Third of the May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Medical Insurance; and \$54,609.12 from prior year warrant articles as follows:

Fiscal Year	Article	Voted	Account Name/Item	Amount
2014	A31/13ATM	5/7/13	School Security	\$10,802.65
2014	A4/14STM	5/6/14	School Technology	\$981.94
2015	A7/15STM	5/5/15	Library Security Doors and Alarm System	\$4,415.20
2016	A24/15ATM	5/5/15	Police Cruiser	\$54.17
2016	A25/15ATM	5/5/15	Police Radio Repeaters	\$16.94
2016	A11/16STM	5/3/16	Fire Chief Assessment	\$1,493.34
2016	A9/16STM	5/3/16	Highway Sander/Plow Truck	\$312.00
2016	A6/16STM	5/3/16	Steward School Floor Scrubber	\$2,659.08
2016	A21/15ATM	5/5/15	School Telephone System	\$593.29
2017	A22/16ATM	5/3/16	Highway Pickup Truck with Plow	\$6,803.26
2017	A23/16ATM	5/3/16	Highway Brush Tractor	\$2.55
2017	A20/16ATM	5/3/16	School Accounting/HR Software	\$19,560.00
2018	A6/17ATM	5/2/17	Masco Safety and Security Capital	\$0.20
2018	A27/17ATM	5/2/17	Highway Small Dump Truck with Plow	\$6,914.50

The Town so voted unanimously.

ARTICLE NINTH: PEG ACCESS AND CABLE RELATED FUND – FISCAL YEAR 2018 BUDGET TRANSFERS

The Finance Committee recommended and the Town so voted unanimously to transfer from the PEG Access and Cable Related Fund and appropriate the sum of \$7,106 to fund PEG access services and the renewal of the cable franchise agreement, as follows:

From	To	Amount
PEG Access and Cable Related Reserve Fund	PEG Professional Services	\$1,926
PEG Access and Cable Related Reserve Fund	PEG Legal Services	\$5,180
	Total:	\$7,106

ARTICLE TENTH: PEG ACCESS AND CABLE RELATED FUND – CAPITAL APPROPRIATION

The Finance Committee recommended that the Town vote to transfer from the PEG Access and Cable Related Fund and appropriate the sum of \$78,230 for PEG Access and Cable Related capital equipment and installation at the renovated Town Hall, including all incidental and related expenses detailed as follows:

Cable Room Equipment	Broadcast System Replacement	\$26,000
Great Hall Camera & Audio Equipment	4-Camera System & Audio	\$23,200
BOS Conference Room	2-Camera System & Audio	\$17,350
Town-Wide Portable Camera Equipment	Cameras, Wireless Microphones	\$5,680
Labor & Installation	Relocation, Wiring & Installation	\$6,000
	Total:	\$78,230

Following a brief discussion, the Town so voted unanimously.

A motion to conclude the Special Town Meeting was made and seconded and the Annual Town Meeting was re-adjourned at 8:06 PM. The Town Moderator requested that the Town Clerk copy the Finance Committee's report from the Special Town Meeting into the Annual Town Meeting Minutes Article First.

ARTICLE SECOND: BALANCE TRANSFERS

The Finance Committee recommended that the Town vote to transfer the sum of \$76,006 from various funds listed under Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2019 to be voted under Article Third. The Town so voted unanimously as follows:

Account:	Amount:
Fund Balance Reserved for Reduction of Future Excludable Debt	\$1,456.00
Solid Waste Enterprise Fund	\$27,550.00
Conservation Revolving Fund	\$10,000.00
Cable/PEG Fund (Reserved for Appropriation)	\$37,000.00

Total Balance to Transfer: \$76,006.00

ARTICLE THIRD: GENERAL OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate the sum of \$19,835,041 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2018, and determine the manner of expending the same as stated in Attachment A; and to meet said appropriation, in addition to the amount transferred for such purposes under Article Second, to raise and assess the sum of \$19,759,035.

Discussion from the audience included the following: Ted Chapman, of 28 Meadowview Road, asked about pensions. Jonyelle Winfrey, of 15 South Main Street, asked about the decisions the Elementary Schools made to remain within the Finance Guidelines. Finance Committee members, Mike Hartmann and Che Elwell, as well as Elementary School Committee chairman, Linda Ross, of 48 Kinsman Lane, fielded those questions, among others.

The Town so voted at 8:29 PM.

**ARTICLE FOURTH: WATER DEPARTMENT
OPERATING BUDGET**

WATER DEPARTMENT OPERATING BUDGET		
Actual Appropriation FY2018		Proposed Appropriation FY2019
\$ 296,122	Salary & Wages	\$ 302,539
349,180	Other	349,180
79,500	Long-Term Debt Principal	152,500
21,192	Long-Term Debt Interest	68,578
207,000	Short Term Debt Principal	-
29,450	Short-Term Debt Interest	377,634
5,000	Debt Issue Costs	5,000
145,000	Water Reserve Fund	56,710
190,000	Unanticipated Emergency	300,000
1,322,444	SUB-TOTAL – DIRECT COSTS	1,612,141
143,378	INDIRECT COSTS	159,760
\$1,465,822	TOTAL	\$1,771,901

The Finance Committee recommended that the Town vote to transfer from Water Revenue the sum of \$1,612,141 and appropriate the same as detailed under Article Fourth in the Warrant, to operate the Water Department from July 1, 2018, through June 30, 2019, and to approve the sum of \$159,760 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues. Chairman of the Board of Selectmen, Boyd Jackson, of 27 Great Hill Dr., affirmed that the Board of Selectmen had reviewed and approved the Water Department budget.

The Town voted unanimously in favor of the Finance Committee's recommendation.

**ARTICLE FIFTH: MASCONOMET REGIONAL
SCHOOL DISTRICT ASSESSMENT**

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2019 Gross Budget of the Masconomet Regional School District in the amount of \$35,731,811 and raise and assess and appropriate the sum of \$7,579,413 to fund the Town's share of the Fiscal Year 2019 Masconomet Regional School District Assessment, of which the sum of \$7,286,699 supports the Maintenance & Operating Budget, and the sum of \$292,714 supports the Masconomet Building Debt Service.

This recommendation was adopted with a unanimous vote.

**ARTICLE SIXTH: MASCONOMET REGIONAL
SCHOOL DISTRICT – CAPITAL REQUEST**

The Finance Committee recommended that the Town take no action to approve the FY 2019 Masconomet Regional School District capital budget of \$667,000, with Masconomet contributing \$150,000 and the remainder allocated between the member municipalities in accordance with the Regional School District Agreement; and to raise and assess, or transfer from available funds, and appropriate the sum of \$148,584 as the Town's allocable share of the school safety and security systems repairs, replacements, and upgrades; and further, to transfer \$30,000 from the amount appropriated under Article Sixth of the May 2, 2017 Annual Town Meeting for fire suppression systems and appropriate such sum to be used instead for replacement of locksets at Masconomet. Following a spirited debate, the Finance Committee recommendation of no action was so voted.

**ARTICLE SEVENTH: ESSEX NORTH SHORE
AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT**

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2019 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$28,329,262 and raise and assess and appropriate the sum of \$260,101 for the Town's share of the assessment of same.

This recommendation was adopted with a unanimous vote.

At 9:15 pm the Moderator presented the first group of consent articles including Articles Eighth thru Article Sixteenth, asking the Town to vote unanimously on these annually recurring articles. A particular article could be pulled for debate and discussion simply by objection. Steve Lais, of 85 Perkins Row, objected to Article Tenth. The Moderator then restated the Consent Items, excluding Article Tenth, and the Town so voted.

***ARTICLE EIGHTH: GRANT AUTHORIZATION FOR TOWN PROJECTS**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects, and the Town so voted unanimously.

***ARTICLE NINTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year and to accept and expend any sums of money made available to the Town in accordance with G.L. c.90, and the Town so voted unanimously.

***ARTICLE TENTH: REVOLVING FUNDS**

Program or Purpose:	Fiscal Year Spending Limit:
Parks Revolving Fund	\$45,000
Cemeteries Revolving Fund	\$25,000
Conservation Commission Revolving Fund	\$10,000

The Finance Committee recommended that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to approve annual spending limits for Fiscal Year 2019 for the revolving funds established by Town of Topsfield Bylaws, Section 64-1, "Revolving Funds", with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to increase the same; provided, however, that the

Board of Selectmen, with the approval of the Finance Committee, may, at the request of the Treasurer Collector increase such limit, for that fiscal year only. The Town so voted unanimously.

***ARTICLE ELEVENTH: LEASE OF EMERSON FIELD**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Parks and Cemeteries Commissioners, and under such terms as it deems advisable, to enter into a lease with the Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and appropriate and transfer from Free Cash the sum of \$1,250 to fund said lease, and the Town so voted unanimously.

***ARTICLE TWELFTH: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2019 to fund activities of the Tri-Town Council, and the Town so voted unanimously.

***ARTICLE THIRTEENTH: SENIOR CARE**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$1,500 as a grant for Fiscal Year 2019 to fund activities of Senior Care Inc., and the Town so voted unanimously.

***ARTICLE FOURTEENTH: COMPENSATED ABSENCES FUND**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$15,000 to the Compensated Absences Fund created pursuant to G.L. c.40, §13D, and the Town so voted unanimously.

***ARTICLE FIFTEENTH: UNEMPLOYMENT COMPENSATION FUND**

The Finance Committee recommended that the Town vote to raise and assess and appropriate the sum of \$15,000 to be added to the Unemployment Compensation Fund created pursuant to G.L. c.40, §5E, and the Town so voted unanimously.

***ARTICLE SIXTEENTH: SPECIAL INDEMNITY LEAVE FUND**

The Finance Committee recommended that the Town vote to raise and assess and appropriate the sum of \$52,000 to be added to the Special Indemnity Leave Fund pursuant to G.L. c.40, §111F, and the Town so voted unanimously.

At 9:25 pm the Moderator presented the second group of consent articles including Article Seventeenth thru Article Twenty-third, asking the Town to vote unanimously on these annually recurring articles. A particular article could be pulled for debate and discussion simply by objection. Steve Lais, of 85 Perkins Row, objected to Articles Eighteenth, Twentieth, Twenty-first, and Twenty-third. The Moderator then restated the Consent Items, excluding those four Articles, and the Town so voted.

****ARTICLE SEVENTEENTH: WATER TANK INSPECTIONS**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate the sum of \$30,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to conduct inspections of the Boston Street and Garden Street Water Tanks; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project.

****ARTICLE EIGHTEENTH: TOWN FACILITIES REPAIR AND MAINTENANCE FUND**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$25,500 to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of Town-owned properties, facilities equipment and assets, including all incidental and related expenses. Steve Lais of 85 Perkins Row, expressed his opposition to "setting aside this money to be spent without transparency to the voters." The article passed by a majority vote.

****ARTICLE NINETEENTH: CEMETERY BUILDING – EXTERIOR RENOVATION AND BUILDING REPAIRS**

The Finance Committee recommended and the Town

so voted unanimously to transfer from Free Cash and appropriate the sum of \$25,000 to be expended by the Board of Selectmen, with the advice of the Parks and Cemeteries Commissioners, to fund exterior renovation and building repairs of the barn building in the Pine Grove Cemetery, including all incidental and related expenses.

****ARTICLE TWENTIETH: POLICE SUV CRUISER**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$46,500 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser. Finance Committee member, Che Elwell of 8 Wilmor Rd, answered residents' questions. The Finance Committee's recommendation was passed by majority vote.

****ARTICLE TWENTY-FIRST: FIRE ENGINE TWO - VEHICLE REPAIRS**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$18,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to fund vehicle repairs to Engine Two, including all incidental and related expenses. Fire Chief Jen Collins-Brown, of 15 Grove St., addressed questions from the audience. The town voted by majority in favor of the article.

****ARTICLE TWENTY-SECOND: FIRE PERSONAL PROTECTIVE EQUIPMENT**

The Finance Committee recommended and the Town so voted unanimously to transfer from Free Cash and appropriate the sum of \$40,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase personal protective equipment for Fire Department personnel.

****ARTICLE TWENTY-THIRD: COMPREHENSIVE RECORDS MANAGEMENT SYSTEM**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$45,000 to be expended by the Board of Selectmen to purchase technical and professional information management services to implement a comprehensive records management system for the records of the Inspectional

Services Department, Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals, including, but is not limited to, the creation of a public records inventory, document management system, records database, and records retention and disposal schedules in accordance with the requirements of Massachusetts state law. Finance Committee member Michael Hartmann, of 34 Kinsman Lane, answered questions and audience members expressed opinions both favoring and opposing the article. The Town voted by majority in favor of the article.

ARTICLE TWENTY-FOURTH: GENERAL STABILIZATION FUND

The Finance Committee recommended and the Town voted by majority to transfer from Free Cash and appropriate the sum of \$25,000 to the General Stabilization Fund.

ARTICLE TWENTY-FIFTH: CAPITAL STABILIZATION FUND

The Finance Committee recommended and the Town so voted unanimously to transfer from Free Cash and appropriate the sum of \$100,000 to the Capital Stabilization Fund.

ARTICLE TWENTY-SIXTH: OTHER POST EMPLOYMENT BENEFITS ("OPEB TRUST FUND")

The Finance Committee recommended and the Town so voted unanimously to transfer from Free Cash and appropriate the sum of \$300,000 to the Other Post-Employment Benefits Liability Trust Fund.

ARTICLE TWENTY-SEVENTH: TAX DEFERRAL GROSS RECEIPTS LIMIT

The Finance Committee recommended and the Town so voted unanimously to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under G.L. c.59 §5, Clause 41A to the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the "circuit breaker" state income tax credit for the preceding state tax year, with such increase to be effective for deferrals granted for taxes assessed for all fiscal years beginning on July 1, 2018.

ARTICLE TWENTY-EIGHTH: TAX RELIEF FUND FOR SENIORS AND DISABLED

The Finance Committee recommended and the Town so voted unanimously to accept G.L. c.60, §3D and establish an Elderly and Disabled Taxation Fund.

ARTICLE TWENTY-NINTH: VETERANS ASSISTANCE FUND

The Finance Committee recommended and the Town so voted unanimously to accept G.L. c.60, §3F and establish a Veteran's Assistance Fund.

ARTICLE THIRTIETH: AMEND GENERAL BYLAW: DELINQUENT TAXPAYERS LICENSE AND PERMITS

The Finance Committee recommended and the Town so voted unanimously to amend the Town's General Bylaw, Chapter 25-1, adopted pursuant to the provisions of G.L. c.40, §57, with the provisions to be deleted to be shown in strikethrough as set forth below:

25-1.1 List of Persons Neglecting or Refusing to Pay Taxes, Assessments or Municipal Charges.

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the Tax Collector, shall annually, and may periodically, furnish to each Department, Board, Commission or Division, hereinafter referred to as the licensing authority that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a three (3) month period~~, and that such a party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

ARTICLE THIRTY-FIRST: AMEND GENERAL BYLAWS: ARTICLE VII SECTION 2-37 PLANNING BOARD BYLAW

The Finance Committee recommended and the Town so voted by a 2/3 majority to amend the Town's General Bylaws, Article VII, Section 2-37, with the provisions to

be deleted shown in strikethrough, as follows:

The Planning Board shall consist of five (5) members elected by popular vote for terms of three (3) years. ~~Any Planning Board member may serve for not more than three (3) consecutive terms.~~

ARTICLE THIRTY-SECOND: ADOPT GENERAL BY-LAWS: CHAPTER LXV MARIJUANA ESTABLISHMENTS

The Finance Committee recommended and the Town so voted by a 2/3 majority to amend the Town's General Bylaws by adding a new Chapter LXV "Marijuana Establishments" that would provide as follows:

CHAPTER LXV MARIJUANA ESTABLISHMENTS

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical "marijuana establishments" as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Topsfield.

ARTICLE THIRTY-THIRD: AMEND ZONING BYLAWS: ARTICLE VII SECTION 7.05 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

The Finance Committee recommended and the Town so voted by a 2/3 majority to amend the Town's Zoning Bylaws by deleting in its entirety the text and title of Article VII Section 7.05, "Temporary Moratorium on Recreational Marijuana Establishments" and inserting in place thereof Section 7.05, "Marijuana Establishments" and further to amend Article III, Use Regulations, Table of Uses as follows:

7.05 Marijuana Establishments.

Consistent with G.L. c.94G, §3(a)(2), all types of non-medical "marijuana establishments" as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Topsfield.

And to further amend Article III, Use Regulations,

Table of Uses with the provisions to be added shown in bold italics:

4. Retail and Service	ORA	IRA	CR	BV	BH	BP	BHN
<i>4.38 Marijuana Establishments</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>

ARTICLE THIRTY-FOURTH: WITHDRAWN

ARTICLE THIRTY-FIFTH: AMEND ZONING BYLAWS: MEDICAL MARIJUANA CULTIVATION/PROCESSING OVERLAY DISTRICT

The Finance Committee recommended that the Town amend the Town's Zoning Bylaws by adding Article XVII Medical Marijuana Cultivation/Processing Overlay District and amend the Zoning Map to create a Medical Marijuana Cultivation/Processing Overlay District, as follows:

"ARTICLE XVII

MEDICAL MARIJUANA CULTIVATION/PROCESSING OVERLAY DISTRICT

17.01 Purpose.

To provide for the placement of Medical Marijuana Cultivation/Processing Centers ("MMCP"), in accordance with An Act To Ensure Safe Access to Marijuana, c.55 of the Acts of 2017 and all regulations which have or may be issued by the Department of Public Health and/or the Cannabis Control Commission, including, but not limited to 105 CMR 725.00 implementing this Act, in locations suitable for such uses, which will minimize adverse impacts of MMCPs on adjacent properties, residential neighborhoods, schools, playgrounds, public beaches and other locations where minors congregate by regulating the siting, design, placement, security, and removal of MMCPs.

17.02 Establishment.

The Medical Marijuana Cultivation/Processing Overlay District ("MMCPD") is established as an overlay district. The boundaries of the MMCPD are shown on the Zoning Map on file with the Town Clerk and

shall comprise the following parcels, as set forth on the maps of the Town Board of Assessors:

All lots within the Business Park Zoning District and Lot 1 of Assessors Map 45.

Within the MMCPOD, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. Land within the MMCPOD may be used for (1) a Medical Marijuana Cultivation/Processing Center ("MMCPC"); and (2) a use allowed in the underlying district, in which case the requirements of the underlying district shall apply. If the provisions of the MMCPOD are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the MMCPOD conflict with the requirements of the underlying district, the requirements of the MMCPOD shall control.

17.03 Definitions.

Where not expressly defined in the Zoning Bylaws, terms used in the MMCPOD Bylaw shall be interpreted as defined in Humanitarian Medical Use of Marijuana Act, G. L. c.94C, App. §1-1, Department of Public Health 105 CMR 725.00, G.L. c.94G and any regulations issued by the Cannabis Control Commission implementing these laws, and otherwise by their plain language.

A. Medical Marijuana Cultivation/Processing Centers ("MMCPC") shall mean an entity registered by the Department of Public Health or the Cannabis Control Commission that cultivates, possesses, transfers, transports and/or processes medical use marijuana or products containing medical use marijuana and related supplies to qualifying Medical Marijuana Treatment Centers.

B. Medical Marijuana Treatment Center shall mean an entity licensed by the Department of Public Health or the Cannabis Control Commission under a medical use marijuana license that acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana,

related supplies, or educational materials for the benefit of registered qualifying patients or their personal caregivers in the treatment of debilitating medical conditions or the symptoms thereof.

17.04 Location and Dimensional Controls.

A. MMCPCs may be permitted in the MMCPOD pursuant to a Special Permit and Site Plan Review.

B. MMCPCs may not be located within 500 feet of the following pre-existing uses:

1. Public or private school providing education in kindergarten or grades 1 through 12;
2. State-licensed Child Care Facility;
3. Library, playground, public park, youth center; or similar facility in which minors commonly congregate.

The distance under this section shall be measured in a straight line from the nearest point of the property line of the protected uses identified above to the nearest point of the property line of the proposed MMCPC.

C. Cultivation and processing facilities located within the MMCPOD shall be separated from adjacent uses by a 50-foot buffer strip, unless the applicant can demonstrate, and the Zoning Board of Appeals finds, that adequate buffering can be provided in a narrower buffer strip.

D. MMCPCs shall be located only in a permanent building and not within any mobile facility.

E. Unless explicitly stated otherwise, MMCPCs shall conform to the dimensional requirements applicable to non-residential uses within the underlying zoning district.

F. All MMCPCs and Marijuana Establishments shall conform to the signage requirements of Article XIII of the Zoning Bylaws. The Zoning Board of Appeals may impose additional restrictions on signage, as appropriate, to mitigate any aesthetic impacts.

17.05 Special Permit.

A. Procedure. The Zoning Board of Appeals shall be the Special Permit Granting Authority (SPGA) and shall conduct Site Plan Review according to Article IX of the Zoning Bylaws for an applicant for a MMCP.

1. Application. In addition to the materials required for a Special Permit and Site Plan Review, the applicant shall also include:

- a. A detailed floor plan of the proposed MMCP that identifies the square footage available and describes the functional areas of the facility;
 - b. Detailed site plans that include the following information:
 - i. Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, signage and all other provisions of this Bylaw;
 - ii. Convenience and safety of vehicular and pedestrian movement on the site to provide secure and safe access and egress for clients and employees arriving to and from the site;
 - iii. Convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off-site can reasonably be expected to be substantially affected by on-site changes;
 - iv. Adequacy as to the arrangement and the number of parking and loading spaces in relation to the proposed use of the premises, including designated parking for home delivery vehicle(s), as applicable;
 - v. Site design such that it provides convenient, secure and safe access and egress for clients and employees arriving to and from the site;
 - vi. Design and appearance of proposed buildings, structures, freestanding signs, screening and landscaping; and
 - vii. Adequacy of water supply, surface and subsurface drainage, and light.
 - c. A description of the security measures, including employee security policies;
 - d. A copy of the emergency procedures;
 - e. A copy of proposed waste disposal procedures; and
 - f. A copy of all licensing materials issued by the Cannabis Control Commission or Department of Public Health, and any materials submitted to these entities by the applicant for purposes of seeking licensing to confirm that all information provided to the Zoning Board of Appeals is consistent with information provided to the Cannabis Control Commission and/or Department of Public Health, as applicable.
2. The SPGA shall refer copies of the application to all Town departments and boards/commissions, including but not limited to the Inspectional Services Department, Fire Department, Planning Board, Police Department, Board of Health, and the Conservation Commission. These boards/departments shall review the application and shall submit their written recommendations.
 3. After notice and public hearing in accordance with the procedures for Special Permits and Site Plan Review of this Bylaw and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the SPGA may act upon such a permit and request for site plan approval.

B. Special Permit Conditions on MMCPs. The SPGA shall impose conditions reasonably appropriate to improve site design, traffic flow, public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's MMCP, the SPGA may include the following conditions in any special permit granted under this Bylaw:

1. Hours of Operation.
2. The use shall not generate outside odors from the cultivation or processing of marijuana and marijuana products.

3. A Security Plan shall be required for all MMCPs, which shall be subject to approval by the Fire and Police Chiefs and submitted to the Zoning Board of Appeals.
 4. The permit holder shall provide to the Zoning Enforcement Officer and Chief of the Police Department, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the permit holder.
 5. MMCPs may not operate, and the special permit will not be valid, until the applicant has obtained all licenses and permits issued by the Commonwealth of Massachusetts and any of its agencies for the facility.
 6. MMCP may not operate, and the special permit will not be valid, until the applicant has entered into a Host Community Agreement with the Town relative to any facility permitted under this Bylaw.
 7. A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership and use of the premises as a MMCP. A special permit may be transferred only with the approval of the Zoning Board of Appeals in the form of an amendment to the special permit.
 8. The special permit shall lapse upon the expiration or termination of the applicant's license by the Cannabis Control Commission.
 9. The permit holder shall notify the Zoning Enforcement Officer and SPGA in writing within 48 hours of the cessation of MMCP's operation or the expiration or termination of the permit holder's license with the Cannabis Control Commission.
- 17.06 Prohibition Against Nuisances.
- No use shall be allowed in the MMCP which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive sound or vibration, flashes, glare, objectionable effluent or electrical interference, which

may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

17.07 Severability.

The provisions of this Bylaw are severable. If any provision, paragraph, sentence, or clause of this Bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Bylaw."

And, further, to amend the Town of Topsfield Zoning Map to create a Medical Marijuana Cultivation/Processing Overlay District consisting of all lots with the Business Park Zoning District and Lot 1 of Assessors Map 45.

Martha Morrison, of 217 Rowley Bridge Rd., Chairman of the Planning Board, reported on the background of this Article and explained the Planning Board's positive recommendation.

A lengthy and thorough discussion ensued in which residents expressed their opinions for and against this zoning change. Joanne Patton, of 135 Asbury St., addressed the Town about her family's plans for the land. Christopher Abbott, of 123 Asbury St., expressed his concerns as a neighbor over noise, odors, and security of the property. Heidi Fox, of 31 Wildes Rd., questioned the distinction between cultivation and manufacturing in regard to the zoning of this land. Michael Gatti, of 110 Main St., and Chris Erickson, of 69 Parsonage Ln., spoke in favor of the Article for the possible tax revenue. Phil Knowles, 12 Boston St. Unit 21, asked, and the Town so voted, to move the question. The Town so voted by a 2/3 majority in support of the Finance Committee's recommendation.

ARTICLE THIRTY-SIXTH: AMEND ZONING BYLAWS: ARTICLE XIII SIGN REGULATIONS

The Finance Committee recommended and the Town so voted unanimously to amend the Town's Zoning Bylaws, Article XIII, "Sign Regulations," with the provisions to be deleted shown in strikethrough and the provisions to be added shown in bold italics:

Add to the end of the paragraph in Section 13.4 General Regulations, Section C. Illumination the following:

"The only exception to this section is internally illuminated "Open" signs not exceeding 4 square feet that may be illuminated in the window of an establishment during business hours. The illumination on such signs must be steady and not blinking or animated."

Amend Section 13.4 General Regulations, Section G as follows:

G. Temporary Signs. Temporary signs shall be allowed provided that they comply with the following requirements:

~~f-1.~~ Unless otherwise specified in this Article, temporary signs shall comply with all applicable requirements for permanent signs, including issuance of a sign permit.

~~g-2.~~ Temporary signs that do not require a permit.

a. Temporary real estate and contractors' signs as described below in Section 13.5, A, 1, b and c.

b. Banners, flags, pennants, and portable "A" frame signs associated with a commercial event such as grand openings, sales or closings may be displayed *in front of a business establishment during regular business hours* without a permit for no more than fourteen (14) days at a time and no more than thirty (30) days in the aggregate in any calendar year. *Signs shall not obstruct sidewalks or pedestrian and/or vehicular traffic.*

Or take any other action relative thereto.

ARTICLE THIRTY-SEVENTH: CITIZEN PETITION: BAN ON PLASTIC BAGS

To see if the Town will vote to:

Eliminate the usage of thin-film, single-use, plastic bags with handles, by all retail establishments in the Town of Topsfield. These check out bags have a significant impact on the environment of Topsfield; often blown into trees and shrubs on public and private

spaces. The bags remain on our grounds for decades contributing to the potential death of animals through ingestion and entanglement; creating a burden to our solid waste collection and recycling facility; clogging our storm drainage systems; as well requiring the use of millions of barrels of crude oil nationally for their production.

The Finance Committee recommended no action. The Town voted against the Finance Committee's recommendation of no action. Joel Hariton, of 12 Willowdale Rd., moved to amend the Town's General Bylaws by adding a new bylaw, "Plastic Bag Reduction," that would provide as follows:

PLASTIC BAG REDUCTION

__-1 PURPOSE AND INTENT.

The production and use of thin-film single-use plastic bags have significant impacts on the environment of our community, including, but not limited to: unsightly plastic bags caught in trees and shrubs defiling our shared open space, parks and forest; blowing into our yards and spoiling our view; contributing to the potential death of animals through ingestion and entanglement; contributing to pollution of the land environment; creating a burden to our solid waste collection and recycling facility; clogging our storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture.

The windy nature of Topsfield makes containment of these light bags particularly challenging.

The purpose of this Bylaw is to eliminate the usage of thin-film single-use plastic bags by all retail establishments in the Town of Topsfield.

__-2 DEFINITIONS.

"Thin-film single-use plastic bags" means bags, with integral handles, and a thickness of 2.5 mils or less that are intended to be used for the transport of products provided by a retail establishment at the point of sale.

“ASTM D6400 standard” means the testing standard developed by the American Society for Testing Materials for compostable plastics.

“Biodegradable bag” means a bag that:

- a. Contains no polymers derived from fossil fuels; and
- b. Is intended for single use and will decompose in a natural setting at a rate comparable to other biodegradable materials such as paper, leaves, and food waste.

“Recyclable paper bag” means a paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag the word “recyclable” or a symbol identifying the bag is recyclable.

“Retail establishment” means a business or vendor that sells or provides food, merchandise, goods, or personal services to the public, but not a bazaar or festival operated by a non-commercial entity.

“Reusable bag” means a bag that is specifically designed for multiple use and is made of thick plastic, cloth, fabric, or other durable materials.

___-3 USE REGULATIONS.

- a. No retail establishment in the Town of Topsfield shall distribute, use or sell thin-film single-use plastic bags that do not meet or exceed the ASTM D6400 standards.
- b. Retail establishments may provide customers with recyclable paper bags, biodegradable bags, or reusable bags at no charge or for a fee.
- c. Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, shall be exempt from the prohibitions of this Bylaw.

___-4 ADMINISTRATION AND ENFORCEMENT.

Retail establishments may apply to the Board of Selectmen for approval of new single-use bag products as they come on the market that meet, or exceed, the ASTM D6400 standards.

This Bylaw shall be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c.40 section 21D. For purposes of non-criminal disposition, any police officer of the Town of Topsfield or the Health Agent shall be the enforcing authority.

If enforced using non-criminal disposition, the following fine schedule shall apply:

- a. \$50 for a first offense;
- b. \$100 for the second offense;
- c. \$200 for the third and any successive offense.

Subsequent offenses shall be determined as offenses occurring within two years of the date of the first noticed offense. Each day or portion thereof shall constitute a separate offense.

___-5 APPLICABILITY.

While this Bylaw shall be effective upon approval by the Attorney General and in accordance with G.L. c.40, §32, it shall be applicable to retail establishments in the Town beginning July 1, 2018.

And further, to authorize the Town Clerk to assign chapter and section numbers as to bring such bylaw into accord with the numbering used in the Code of the Town of Topsfield.

Joe Geller, of 52A Prospect St., Chairman of the Open Space Committee, reported that the Open Space Committee voted unanimously to support the amended article.

A robust discussion ensued. Phil Knowles, of 12 Boston

St., Unit 21, then made a motion to table the question. The Town voted down the motion. John Walsh, of 17 Ridgeview Rd., made a motion to amend the definition of "Recyclable paper bag" by striking the words "and contains at least 40% post consumer recycled content." The Town voted by an overwhelming 2/3 majority to adopt the amended Bylaw.

**ARTICLE THIRTY-EIGHTH: CITIZEN PETITION:
SECRET BALLOT VOTE AT TOWN MEETINGS**

To see if the Town will vote to:

Amend the Town Bylaws, Chapter II, Article I, Section 2.1 "Town Meeting and Elections" by adding the following subsection thereto:

"Section 2-1.7 Voting at Town Meeting. The vote on any question or matter before the Town at an annual or special town meeting whether requiring a majority vote or otherwise may be taken by secret (Australian) ballot upon the affirmative vote of at least fifteen (15) of the voters present and voting at said meeting.", or to take any other action related thereto.

The Finance Committee recommended no action. Finance Committee member Eric Menzer, of 8 Pemberton Rd., presented the Finance Committee's recommendation. Antoinette Pizzinato Hatfield, of 96 North St., the citizen who brought the petition, presented her position. Following a robust discussion the Town voted by majority to approve the Finance Committee's recommendation of no action.

**ARTICLE THIRTY-NINTH: CITIZEN PETITION:
CHARTER REVISION COMMITTEE**

The Finance Committee recommended that the Town will order the Board of Selectmen to appoint a Charter Revision Committee for the purpose of (1) reviewing the Town's present form of government and (2) to make recommendations to the Board of Selectmen regarding the creation of the position of a Strong Town Administrator to coordinate the activities of Town Departments, and (3) to submit a written report on findings and recommendations to the Board of Selectmen within a period of 10 months after the date of convening the Committee. Steve Lais, of 85 Perkins Row, stood to amend the article as follows:

"Recommended that the Town will order the Town Moderator to appoint a Charter Revision Committee for the purpose of (1) reviewing the Town's present form of government and (2) to make recommendations to the Board of Selectmen regarding the creation of the position of Strong Town Administrator to coordinate the activities of Town departments, and (3) to submit a written report on findings and recommendations to the Board of Selectmen within a period of 10 months after the date of first convening the Committee. Further, that the committee shall be appointed by the Town Moderator on or after May 7, 2018. Further, any citizen of Topsfield eligible to vote at Town meeting shall be eligible for appointment to the committee except that persons who shall have been appointed to a similar government or charter study committee shall not be eligible for appointment to this committee."

The amendment was seconded and discussion ensued. The amended article was voted down by majority. The Moderator called for a hand vote, and the Town voted to approve the Finance Committee's recommendation by majority.

ARTICLE FORTIETH: FREE CASH TO OFFSET THE TAX RATE

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$478,683 to reduce the tax levy for Fiscal Year 2019. The Finance Committee's recommendation was voted by a majority vote.

After completion of the last article to be brought before the Town, the Moderator asked for a motion to adjourn Town Meeting, which was received and seconded by the Town. The Annual Town Meeting of 2018 was dissolved at 12:07 AM. There were 406 registered voters in attendance.

A true copy attest:

Mary E. Willis
Town Clerk

ANNUAL TOWN ELECTION

The polls opened at 7:00 AM on May 3, 2018 at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden, and Frederick Glatz as Constable.

The following election workers were sworn to the faithful performance of their duties: Fred Capobianco, Carole Carter, Chris Cotti, Elaine Crippen, Kathy Curran, Jan Englehardt, Judy Forrest, Audrey Iarocci, Ruth Lucy, Debra Parkhurst, Dorothy Roberts, and Diane Torrey

The polls were closed at 8:00 PM, and 1525 ballots were cast. There were 4457 persons registered to vote in this election. The results are as follows:

MODERATOR, ONE YEAR

Stephen T. Whelan.....	752*
Jeanine P. Cunniff	683
Blanks.....	88
Write Ins.....	2

SELECTMAN, THREE YEARS (VOTE FOR TWO)

Boyd R. Jackson	756*
Lynne A. Bermudez.....	1117*
Eldon D. Goodhue.....	488
Kim M. Sherwood	488
Blanks.....	200
Write Ins.....	1

ELEMENTARY SCHOOL COMMITTEE, THREE YEARS

Charise Nulsen	1089*
Blanks.....	430
Write Ins.....	6

ASSESSOR, THREE YEARS

Robert E. Kanter	1060*
Blanks.....	462
Write Ins.....	3

COMMISSIONER OF TRUST FUNDS, THREE YEARS

David G. Strachan, Jr.....	738*
Lauren Diane Gomes	494
Blanks.....	292
Write Ins.....	1

HOUSING AUTHORITY, FIVE YEARS

Gerard L. McCarthy	1032*
Blanks.....	490
Write Ins.....	3

LIBRARY TRUSTEE, THREE YEARS (VOTE FOR TWO)

Olivia Marie Gatti..... 760*
Kathryn S. Hartmann..... 724*
Shelley Zatsky.....495
Blanks.....1070
Write Ins.....1

PARK & CEMETERY COMMISSIONER, THREE YEARS

Steven Mscisz.....1111*
Blanks.....407
Write Ins.....7

PLANNING BOARD, THREE YEARS

C. Josh Rownd 1023*
Blanks.....497
Write Ins.....5

REGIONAL SCHOOL COMMITTEE, THREE YEARS

Zillie Theodorou Bhuj..... 1100*
Blanks.....422
Write Ins.....3

ROAD COMMISSIONER, THREE YEARS

Joseph K. Gibbons 1081*
Blanks.....438
Write Ins.....6

WATER COMMISSIONER, THREE YEARS

Mark F. Gallagher..... 1078*
Blanks.....442
Write Ins.....5

QUESTION ONE:

Do the voters of the Town of Topsfield support a change to hold town meetings at the Masconomet Regional School District Auditorium located at 20 Endicott Road in Boxford, Massachusetts?

YES1098
NO 286
BLANK 141

A true copy attest:

Mary E. Willis
Town Clerk

FY2019 OPERATING BUDGET

Approved Appropriation Fiscal Year 2018	FY 2019 GENERAL OPERATING BUDGET May 1, 2018 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2019
---	---	---

ELECTED OFFICERS

50 MODERATOR: 50

SELECTMEN:

1 Chairman 1
 1 Clerk 1
 1 Member 1
 1 Member 1
 1 Member 1

ASSESSORS:

1,500 Chairman 1,500
 1,500 Clerk 1,500
 1,500 Member 1,500

Appointed TOWN CLERK: Appointed

300 TOWN CONSTABLE: 300

PLANNING BOARD:

1 Chairman 1
 1 Clerk 1
 1 Member 1
 1 Member 1
 1 Member 1

GENERAL GOVERNMENT

Moderator:

50 Salaries & Wages 50
 50 TOTAL: Moderator 50

Approved Appropriation Fiscal Year 2018	FISCAL YEAR 2019 GENERAL OPERATING BUDGET May 1, 2018 ANNUAL TOWN MEETING		Approved Appropriation Fiscal Year 2019

	Selectmen:	
245,734	Salaries & Wages	260,411
18,311	Other Expenses	18,311
264,045	TOTAL: Selectmen	278,722

	Selectmen's Special:	
72,300	Other Expenses	77,300
72,300	TOTAL: Selectmen Special	77,300

	Finance Committee:	
1,371	Salaries & Wages	1,437
395	Other Expenses	395
100,000	Reserve Fund	100,000
101,766	TOTAL: Finance Committee	101,832

	Town Accountant:	
139,878	Salaries & Wages	146,583
26,126	Other Expenses	30,226
166,004	TOTAL: Town Accountant	176,809

	Board of Assessors:	
127,766	Salaries & Wages	133,650
33,303	Other Expenses	33,303
161,069	TOTAL: Assessors	166,953

	Town Treasurer and Collector:	
193,633	Salaries & Wages	203,611
59,068	Other Expenses	52,068
252,701	TOTAL: Town Treasurer / Collector	255,679

	Town Hall:	
-	Salaries & Wages	-
188,331	Other Expenses	188,331
188,331	TOTAL: Town Hall	188,331

	Town Owned Buildings:	
600	Other Expenses (School Street Bldg Electricity)	600
600	TOTAL: Town Owned Buildings	600

	P.E.G. / Cable Advisory:	
-	Salaries & Wages	-
5,000	Other Expenses	37,000
35,000	TOTAL: P.E.G. / Cable Advisory	37,000

Approved Appropriation Fiscal Year 2018	FISCAL YEAR 2019		Approved Appropriation Fiscal Year 2019
	GENERAL OPERATING BUDGET		
	May 1, 2018		
	ANNUAL TOWN MEETING		

Town Clerk:			
88,061	Salaries & Wages	98,574	
13,535	Other Expenses	16,585	
101,596	TOTAL: Town Clerk	115,159	
Conservation Commission:			
80,421	Salaries & Wages	84,294	
80,421	TOTAL: Conservation Commission	84,294	
Planning Board:			
5	Salaries & Wages	5	
1,791	Other Expenses	1,791	
1,796	TOTAL: Planning Board	1,796	
Zoning Board of Appeals:			
745	Other Expenses	745	
745	TOTAL: Zoning Board of Appeals	745	
1,426,424	SUB-TOTAL: GENERAL GOVERNMENT	1,485,270	

PUBLIC SAFETY

Police Department:			
1,390,852	Salaries & Wages	1,448,998	
150,900	Other Expenses	135,900	
-	Capital Equipment	-	
1,541,752	TOTAL: Police Department	1,584,898	
Fire Department:			
655,679	Salaries & Wages	733,197	
111,363	Other Expenses	109,858	
767,042	TOTAL: Fire Department	843,055	
Inspectional Services:			
136,601	Salaries & Wages	141,917	
6,415	Other Expenses	6,415	
143,016	TOTAL: Inspectional Services	148,332	
Sealer Weights & Measure:			
1,692	Salaries & Wages	1,692	
1,692	TOTAL: Sealers Weights & Measure	1,692	

Approved Appropriation Fiscal Year 2018	FISCAL YEAR 2019		Approved Appropriation Fiscal Year 2019
	GENERAL OPERATING BUDGET		
	May 1, 2018		
	ANNUAL TOWN MEETING		

Animal Control Officer:			
10,028	Salaries & Wages	10,028	
571	Other Expenses	571	
10,599	TOTAL: Animal Control Officer	10,599	
Animal Inspector:			
7,598	Salaries & Wages	7,598	
1,840	Other Expenses	1,840	
9,438	TOTAL: Animal Inspector	9,438	
Tree Department:			
6,817	Salaries & Wages	6,817	
8,845	Other Expenses	8,845	
15,662	TOTAL: Tree Department	15,662	
2,489,201	SUB-TOTAL: PUBLIC SAFETY	2,613,676	

ELEMENTARY EDUCATION

Proctor Elementary School & Steward Elementary School:			
6,316,234	Total Salaries & Wages	6,549,689	
107,693	Total Professional Development	79,664	
332,526	Total Supplies & Equipment	342,983	
	Total Food Service		
327,168	Total Transportation	312,998	
197,668	Total Utilities Expense	200,359	
253,191	Total Facilities Expense	238,205	
292,691	Total Special Education (Tuition & Services)	384,173	
7,827,171	TOTAL: Elementary Schools	8,108,071	
7,827,171	SUB-TOTAL: ELEMENTARY EDUCATION	8,108,071	

PUBLIC WORKS AND FACILITIES

Stormwater Management:			
5,306	Salaries & Wages	5,306	
10,000	Other Expenses	10,000	
15,306	TOTAL: Stormwater Management	15,306	
Highway Department:			
400,117	Salaries & Wages	405,769	
253,829	Other Expenses	252,518	

Approved Appropriation Fiscal Year 2018	FISCAL YEAR 2019 GENERAL OPERATING BUDGET May 1, 2018 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2019
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29,527	Capital Equipment	-
683,473	TOTAL: Highway Department	658,287
Snow and Ice:		
30,828	Salaries & Wages	30,828
183,345	Other Expenses	183,345
214,173	TOTAL: Snow and Ice	214,173
Street Lights:		
22,685	Other Expenses	24,860
22,685	TOTAL: Street Lights	24,860
MSW Collection, HHW & Recycling:		
409,803	Contracted Services	429,915
409,803	TOTAL: MSW Collection, HHW & Recycling	429,915
Recycling:		
1,650	Other Expenses	1,650
1,650	TOTAL: Recycling	1,650
Park and Cemetery Department:		
235,035	Salaries & Wages	238,439
55,700	Other Expenses	57,700
290,735	TOTAL: Park & Cemetery Dept.	296,139
Landfill		
-	Other Expenses	40,000
-	TOTAL: Landfill	40,000
1,637,825	SUB-TOTAL: PUBLIC WORKS	1,680,330

HUMAN SERVICES

Board of Health:		
95,724	Salaries & Wages	99,146
20,208	Other Expenses	20,208
115,932	TOTAL: Board of Health	119,354
Council On Aging:		
113,364	Salaries & Wages	118,032
4,030	Other Expenses	4,430
117,394	TOTAL: Council On Aging	122,462

Approved Appropriation Fiscal Year 2018	FISCAL YEAR 2019 GENERAL OPERATING BUDGET May 1, 2018 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2019
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Veterans' Benefits:		
20,960	Other Expenses	20,960
20,960	TOTAL: Veterans' Benefits	20,960
Soldiers & Sailors Graves:		
1,000	Other Expenses	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
255,286	SUB-TOTAL: HUMAN SERVICES	63,776

CULTURE & RECREATION

Library:		
432,983	Salaries & Wages	452,604
152,299	Other Expenses	154,870
585,282	TOTAL: Library	607,474
Historical Commission:		
450	Other Expenses	450
450	TOTAL: Historical Commission	450
Memorial Day / Veteran's Day:		
100	Salaries & Wages	100
1,750	Other Expenses	1,750
1,850	TOTAL: Memorial Day / Veteran's Day	1,850
587,582	SUB TOTAL: CULTURE & RECREATION	609,774

DEBT SERVICE

505,500	Long-Term Debt Principal	555,500
50,828	Long -Term Debt Interest	134,567
96,000	Short-Term Debt Principal Pay Down	-
429,376	Interest for Temporary Loans	447,000
2,500	Issue Cost	2,500
1,084,204	TOTAL: DEBT SERVICE	1,139,567
1,084,204	SUB TOTAL: DEBT SERVICE	1,139,567

Approved Appropriation Fiscal Year 2018	FISCAL YEAR 2019 GENERAL OPERATING BUDGET May 1, 2018 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2019
OTHER EXPENDITURES		
Pensions:		
1,076,261	Essex Retirement	1,140,341
1,076,261	TOTAL: Pensions.....	1,140,341
Insurance:		
422,277	Liability / Accident / Workmen's Compensation.....	456,503
2,304,084	Life / Medical / Medicare	2,312,733
60,000	Unemployment.....	
2,786,361	TOTAL: Insurance.....	2,769,236
Other Employee Costs/Benefits:		
100,000	Salary Reserve.....	25,000
100,000	TOTAL: Other Employee Costs/Benefits.....	25,000
3,962,622	SUB-TOTAL OTHER EXPENDITURES.....	3,934,577
19,270,315	***TOTAL APPROVED BUDGET ***	19,835,041



PHOTO BY JERRY MONKMAN

Donibristle Farm

FINANCIAL REPORTS

Note:

All financial data cover the period July 1, 2017 through June 30, 2018.

AUDITORS' REPORT

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Giusti, Hingston and Company, Certified Public Accountants, for the period ending June 30, 2018.
A copy of this report is on file with the Board of Selectmen.

TOWN AUDIT

An audit of the Town of Topsfield's 2018 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

The auditor's opinion on the financial statements was unqualified.
The financial statements are available for inspection in the Town Clerk's office as required under MGL Chapter 44, Section 40. Said statements are titled Audited Financial Statements – Giusti, Hingston and Company, Certified Public Accounts.

BOARD OF ASSESSORS

The Board of Assessors is a three member board. One member is elected each year to serve a three-year term. In May of 2018, Robert E. Kanter was re-elected to the Board of Assessors. The Board typically meets the last Tuesday of the month.

Fiscal 2018 was an interim year. Values are adjusted in an interim year based on an analysis of market conditions performed annually and are approved by the Department of Revenue. Fiscal 2018 valuations continue to reflect an upward trend in the market. The average single family home assessed value for Fiscal Year 2018 was \$583,083, an increase from the Fiscal Year 2017 average single family home assessed value of \$551,966.

Assessed values do not reflect current market conditions. The assessment date is January 1st of each year, and valuations are based on an analysis of the preceding calendar year's sales. Mass appraisal is the use of standardized procedures for collecting data and appraising property. It is the process of valuing a group of properties as of a given date, using common data, employing standardized methods and conducting statistical tests to ensure uniformity and equity in valuations. We operate under the jurisdiction of the Department of Revenue who issues guidelines and requirements for achieving fair cash valuation in compliance with state statutes.

Copies of property record cards and GIS tax maps are on line and may be accessed through the Town's website at www.topsfield-ma.gov and by department listing to the Assessors page.

Respectfully submitted,

Lynn A. Conant, *Chairman*

John W. Minnehan, *Clerk*

Robert E. Kanter, *Member*

BOARD OF ASSESSORS, CONT.

FULL AND FAIR CASH VALUATIONS AS OF JANUARY 1, 2017 FOR FISCAL 2018

Real Property:	Residential	\$ 1,262,244,880
	Open Space	0
	Commercial	61,439,155
	Industrial	<u>17,968,049</u>
	Total Real Property	\$ 1,341,652,084
Personal Property:	Business Accounts	\$ 4,027,750
	Utility Accounts	16,350,370
	Wireless Accounts	<u>248,190</u>
	Total Personal Property	<u>\$ 20,626,310</u>
Total Taxable Real and Personal Property:		\$ 1,362,278,394
Exempt Property:		76,797,695
Total Valuation of All Property:		<u>\$1,439,076,089</u>
Tax Rate (Per \$1,000 Valuation):		\$17.36
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$23,291,080.18
	On Personal Property	<u>\$ 358,072.74</u>
	Total Levy	\$23,649,152.92
Motor Vehicle and Trailer Excise Received in Calendar 2017		
	2016 Registered Cars	124
	2017 Registered Cars	7,300
Commissioner's Total Value:		\$ 57,434,652
Excise Tax Total:		\$ 1,234,308.90

FINANCE COMMITTEE

March 27, 2018

Dear Fellow Citizens,

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for Fiscal Year 2019 (FY2019) and for other Warrant Articles to be voted upon by all citizens in attendance at the Annual Town Meeting (ATM) to be held at 7 P.M. on Tuesday, May 1, 2018.

In Fall 2017, the FinCom issued guidelines to all Town departments and elected supervising boards to consider as they built their budgets based on their assessment of needed services and known costs. The guidelines are not a guarantee of funding, but rather provide a starting point that hopefully produces a balanced budget without a need for overrides. These guidelines requested the submission of department budgets with appropriate adjustments to the salary and wage grid for non-represented personnel, negotiated contractual salaries and wages, and a 0.0% increase in "Other," which is comprised of non-salary and wage accounts. The guidelines stated no new programs, and departments were asked to continue to focus on services that are essential to the Town. Department budgets and any needed capital items were discussed and voted in public meetings of their respective elected supervising boards.

As in years past, over the course of winter and early spring, the Finance Committee worked with Town boards and department heads to understand department needs and costs, and potential revenue sources. Topsfield is a small town with little available land for

new construction and a limited commercial tax base; approximately 85% of the FY2018 budget is funded through the tax levy, and roughly 92% of the tax levy is from residential sources. Every year it is a challenge to provide even level services within the constraints of available funds. We gratefully acknowledge the hard work done by elected and appointed volunteers, and by Town employees, to provide needed services within guidelines.

The Finance Committee has recommended an FY 2019 budget with a 3.15% increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment, as certified by its School Committee, is \$7,579,412, a 5.16% increase over FY 2018. A portion of this increase is due to an increase in Topsfield's share of the enrollment at Masconomet.

Notable items in the Article Third budget:

- The health insurance line item came in at a 0% increase due to plan design changes and the willingness of employees to work with the Town on these changes. In many years this increase has been in the neighborhood of 10%.
- The Elementary School line item shows an increase of 3.59%, but some of the increase is due to an increase in extraordinary special education (XSPED) costs. The Elementary School Committee made some difficult choices to meet the FinCom guideline of 3% in non-XSPED costs.
- The salary & wage lines of department budgets reflect settled contracts with a number of unions, a 2% cost-of-living adjustment to the non-union salary &

wage grid, appropriate movements on that grid based on employee performance, and longevity payments as appropriate. As these contracts were under negotiation in the current year with funding to cover bargained increases in a salary reserve line, there is a large apparent increase in certain budgets and a corresponding decrease in salary reserve for FY2019, when compared to FY2018. One of these negotiated items is a stipend paid to up to 3 call firefighters per overnight shift for guaranteed availability.

- A 5.11% increase in Debt Service, reflecting bonds that have been issued for the Town Hall project as well as some other small projects, and planned short- and long-term borrowing for the Town Hall and Elementary School Envelope projects. The FinCom has chosen to apply additional Free Cash to offset that increase.

Overall, the FY 2019 budget for Annual Town Meeting is projected to increase 2.40% compared to FY2018, or 4.14% after removing the \$500,000 expended in FY2018 on the purchase of the conservation restriction for Donibristle Farm. After taking into account projected state aid and local receipts, Free Cash and other available funds, the projected increase to the tax levy is 0.44% compared to FY2018, or 2.59% without Donibristle. The recommended operating budget for FY19 does not require a Proposition 2 ½ override.

In addition to certain contractual items that resulted in an increase in FY2019 over FY2018 (e.g. solid waste contract, increase in the number of required elections, etc.), the FinCom considered a number of other requests over guidelines that aimed to improve Town services. A few of these were approved, including temporary help for the Town Clerk to deal with both early walk-in voting and public records requests, an increase in the cost of electricity for streetlights, additional legal services for the Selectmen due to Open Meeting Law and public records questions, and additional funds for Parks & Cemeteries groundskeeping materials due to increasing costs. The total of these contractual and other requests is \$48,408 (roughly 40% of this is due to the contractual increase in Year 6 of the solid waste contract) or about 0.2% of the total tax levy.

The FinCom worked with the Town Administrator and departments/boards on funding for a number of capital items. A few items (e.g. police tasers and traffic safety trailer supplies) are being dealt with during the 5/1/18 Special Town Meeting (STM) using unspent FY 2018 funds in certain line items (aka turn-backs). A fire-damaged Highway truck is also recommended for replacement during STM with a combination of insurance funds, turns-backs and unused funds in past warrant articles. During the Annual Town Meeting, FinCom recommends funding other capital items from Free Cash, such as replacement of a police cruiser, building repair for Parks & Cemeteries, fire turn-out gear, and so forth. These were deemed the most important of many competing needs. The FinCom has also voted to use Free Cash to make annual contributions to two Stabilization Funds and to the Other Post-Employment Benefits fund. These can be thought of as the Town's savings accounts against an unexpected need and/or future financial commitments. Free Cash expenditures for specific items totals \$663,250.

We encourage you to read the warrants carefully, then participate in the Annual Town Meeting and to give careful consideration to both the immediate and long-term implications of all the important decisions before you.

Additional detail for each budget addressed in this Warrant, as well as more general information about Town Meeting, are available on the Topsfield website: <http://www.topsfield-ma.gov/>.

Respectfully submitted,

TOPSFIELD FINANCE COMMITTEE

Karen A. Dow, *Chairman*

Che Elwell

Jonathan D. Guido

Michael Hartmann

Eric Menzer

Louis Ross

Dana E. Warren, Jr.

TOWN ACCOUNTANT

Pursuant to the General Laws of Massachusetts Chapter 41 Section 61, I submit herewith the reports of the accounts of Topsfield for the fiscal year ending June 30, 2018. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2018.

Respectfully submitted,

Catherine M. Gabriel, *Town Accountant*

STATEMENT OF TOWN DEBT AS OF JUNE 30, 2018

Long Term Debt:

Outstanding Debt - July 1, 2017		
Multi-Purpose 2011	1,490,000.00	
Multi-Purpose 2012	1,020,000.00	\$2,510,000.00
Plus Debt Issued During the Year		
Multi-Purpose 2017	4,633,000.00	\$4,633,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2011	385,000.00	
Multi-Purpose 2012	200,000.00	
Multi-Purpose 2017	-	\$585,000.00
Outstanding Debt - June 30, 2018		
Multi Purpose 2011	1,105,000.00	
Multi Purpose 2012	820,000.00	
Multi-Purpose 2017	4,633,000.00	\$6,558,000.00
Outstanding Debt - General Government		4,440,500.00
Outstanding Debt - Water Enterprise Fund		2,117,500.00
Total Outstanding Debt - June 30, 2018		\$6,558,000.00

Statement of Town Debt continued next page:

STATEMENT OF TOWN DEBT (CONTINUED)
AS OF JUNE 30, 2018

Short Term Debt:

Outstanding Bond Anticipation Notes - June 30, 2017	
Bond Anticipation Notes - General Fund	9,359,000.00
Bond Anticipation Notes - Water Enterprise Fund	1,818,000.00
Outstanding Bond Anticipation Notes - June 30, 2017	11,177,000.00

GENERAL FUND

Bond Anticipation Notes - General Fund	9,359,000.00
Total New Debt Authorized - General Fund	-
Bond Anticipation Notes Issued	13,520,743.00
less Bond Anticipation Notes Retired	9,359,000.00
Total Authorized and Un-issued - General Fund	13,520,743.00

WATER ENTERPRISE FUND

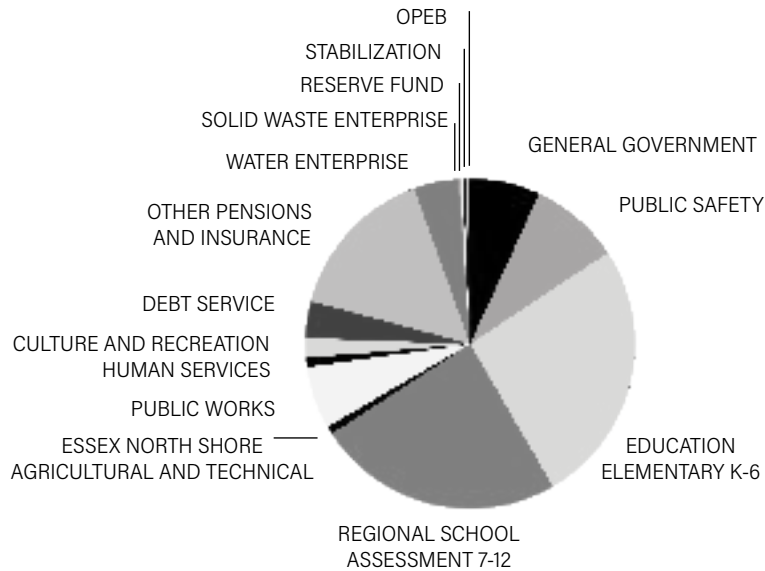
Bond Anticipation Notes - Water Enterprise Fund	1,818,000.00
Total New Debt Authorized - Water Enterprise Fund	-
Bond Anticipation Notes Issued	10,196,549.00
less Bond Anticipation Notes Retired	1,818,000.00
Total Authorized and Un-issued - Water Enterprise Fund	10,196,549.00

Outstanding Bond Anticipation Notes - June 30, 2018	23,717,292.00
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Authorized and Unissued Debt

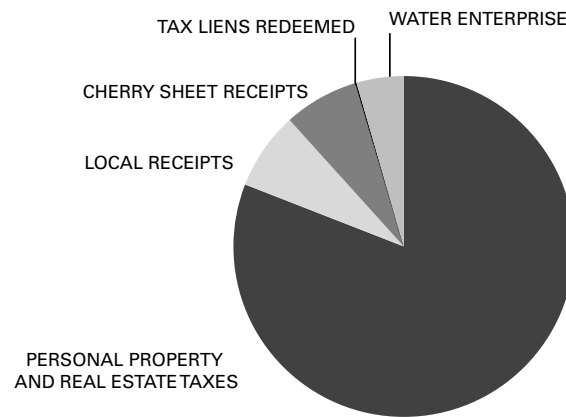
Water Mains - Prospect / River	530,000.00
School Roofs	2,392,694.00
Total Authorized and Unissued Debt - June 30, 2018	2,922,694.00

**GENERAL FUND AND ENTERPRISE APPROPRIATIONS
FISCAL 2018**



	Total Appropriations	%	Operating Budget	Warrant Articles
General Government	2,085,154	6.90%	1,426,424	658,730
Public Safety	2,667,701	8.82%	2,489,201	178,500
Education Elementary K-6	7,827,171	25.89%	7,827,171	
Regional School Assessment 7-12	7,334,767	24.26%	7,199,513	135,254
Essex North Shore Agricultural & Technical	230,942	0.76%	230,942	-
Public Works	1,857,161	6.14%	1,723,591	133,570
Human Services	262,486	0.87%	230,486	32,000
Culture and Recreation	587,582	1.94%	587,582	-
Debt Service	1,084,204	3.59%	1,084,204	-
Other Pensions and Insurance	4,638,261	15.34%	4,638,261	-
Water Enterprise	1,322,444	4.37%	1,202,444	120,000
Solid Waste Enterprise	38,700	0.13%	2,000	36,700
Reserve Fund	100,000	0.33%	(50,000)	150,000
Stabilization	100,000	0.33%	(25,000)	125,000
OPEB	100,000	0.33%	-	100,000
TOTAL APPROPRIATIONS	30,236,572	100.00%		

GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2018



	Actual Revenue	%
Personal Property and Real Estate Taxes	23,484,341.96	81.03%
Local Receipts	2,079,038.05	7.17%
Cherry Sheet Receipts	1,919,725.00	6.62%
School Building Assistance	-	0.00%
Tax Liens Redeemed	29,973.95	0.10%
Water Enterprise	1,468,789.31	5.07%
Solid Waste Enterprise	-	0.00%
TOTAL REVENUE	28,981,868.27	100.00%

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2018**

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2018	356,728.13			
Levy of Prior Years	731.08			
		357,459.21	358,072.74	(613.53)
Real Estate:				
Levy of 2018	23,045,421.46			
Levies of Prior Years	81,461.29			
		23,126,882.75	23,175,730.86	(48,848.11)
Tax Liens:				
Redeemed	29,973.95			
		29,973.95	-	29,973.95
Motor Vehicles Excise:				
Levy of 2018	1,023,151.07			
Levy of 2017	145,083.35			
Levies of Prior Years	4,375.36			
		1,172,609.78	1,050,000.00	122,609.78
Other Excise:				
Room Occupancy	-			
		-	-	-
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	9.62			
Over Short Real Personal Property	(48.26)			
Real & Personal Property	22,971.64			
Motor Vehicle Excise	4,534.92			
Tax Liens	2,664.05			
		30,131.97	26,000.00	4,131.97
In Lieu of Taxes:	78,526.14			
		78,526.14	75,000.00	3,526.14

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2018**

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
Other Charges for Services:				
Town Hall - Copier	1,114.05			
Library - Fax Fees	477.50			
Assessors - Sale of Maps	260.00			
Accident Report & Miscellaneous	540.00			
Tax Collector - Municipal Liens	5,025.00			
Firearms Licensing	2,618.75			
		10,035.30	8,000.00	2,035.30
Fees:				
Tax Collector Demands Fees	12,782.40			
Deputy Collector Fees	8,111.00			
Returned Check Charges	900.00			
Town Clerk Fees	12,921.70			
Town Clerk Dog License Fees	14,210.00			
Planning Board Fees	12,676.59			
Zoning Board Fees	860.00			
Animal Control Officer	195.00			
Police Special Detail Admin Fee	41,698.92			
Fire Special Detail Admin Fee	8,866.00			
		113,221.61	88,000.00	25,221.61
Other Departmental Revenue:				
Treasurer / Collector Departmental Revenue	0.05			
Board of Health Flu Clinic Insurance Reimb	657.29			
Sale of Town Equipment	-			
ALS-Dual Transport Ambulance	4,103.69			
Rescue Patient Transport	84,416.26			
Sealer of Weights & Measures	125.00			
Town Clerk Census	1,950.00			
Recycling Sticker Program	50,700.00			
Composting Access Ticket	9,590.00			
Firearms Safety Class	400.00			
		151,942.29	88,000.00	63,942.29

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2018**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:			
License - Food	-		
License - Cable / PEG	-		
License - Milk	-		
License - Class I & II	1,200.00		
License - Alcohol	5,975.00		
License - Victualler	1,800.00		
Permits - Food	5,000.00		
Permits - Street Opening	-		
Permits - Sign	200.00		
Permits - Miscellaneous	330.00		
Permits - Tobacco Sales	100.00		
Permits - Auction	570.00		
Permits - Building	158,594.00		
Permits - Electric	29,097.75		
Permits - Sheet Metal	2,065.00		
Permits - Mechanical	818.00		
Permits - Fairgrounds	49,470.00		
Permits - Fire	-		
Permits - Gas	11,674.00		
Permits - Installers	2,475.00		
Permits - Plumbing	14,797.00		
Permits - Fire Alarms	100.00		
Permits - Septic	15,450.00		
Permits - Well	300.00		
Permits - Sprinkler	-		
Permits - LPG	8,600.00		
Permits - Trench	450.00		
Permits - Tent	-		
Permits - 26F Inspections	5,900.00		
Permits - Burning	5,880.00		
Permits - Oil Tank Burner	2,850.00		
Permits - Fire Other	910.00		
	324,605.75	190,000.00	134,605.75

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2018

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
State Aid - Cherry Sheet :				
Abatements to Vets, Blind, Surviving Spouses	18,083.00			
Veteran Benefits Ch. 115	3,018.00			
State Owned Land	124,079.00			
School Aid - Chapter 70	1,161,788.00			
School Aid - School Choice Reimbursement				
School Aid - Charter School Reimbursement				
Unrestricted General Government Aid	612,757.00			
		1,919,725.00	1,875,920.00	43,805.00
Fines & Forfeits:				
Parking Fines	80.00			
Court Fines	7,552.50			
RMV Charges	31,967.49			
Police Fines				
Civil Disposition Violation	2,200.00			
Civil Disposition Violation Tobacco	50.00			
		41,849.99	49,000.00	(7,150.01)
Earnings on Investments:				
	97,443.38			
		97,443.38	15,000.00	82,443.38
Medicaid Reimbursement:				
Medicaid Reimbursement - School	19,694.13			
Medicaid Reimbursement - School Federal	1,439.00			
		21,133.13	11,000.00	10,133.13
Miscellaneous:				
Medicare Drug Subsidy	7,274.93			
Miscellaneous				
Insurance Reimbursement - Prior Year	1,962.21			

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2018**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Cancelled Payments - Prior Year			
Collections of Uncollectibles	9,237.14	275.00	8,962.14
Miscellaneous (NON-RECURRING):			
Miscellaneous Non-Recurring	28,301.57		
BAN Premium			
	28,301.57		28,301.57
Total General Fund Revenue	27,513,078.96	27,009,998.60	503,080.36
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	1,442,537.25	1,465,822.00	(23,284.75)
Water Betterments Tax Lien			
Water Delinquent Charges	25,864.08		25,864.08
Water Delinquent Charges Tax Lien			-
Water Restriction Violation			-
Interest on Investment	12.98		12.98
Non Recurring Miscellaneous	375.00		
Insurance & Restitution			-
State Revenue			
Total Water Enterprise Revenue	1,468,789.31	1,465,822.00	2,592.31
SOLID WASTE ENTERPRISE REVENUE			
Interest Income	-		
Total Solid Waste Enterprise Revenue	-	-	-
Total Revenue & Other Financing Sources - Fiscal 2018	28,981,868.27	28,475,820.60	505,672.67

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
	GENERAL GOVERNMENT							
114	Moderator							
	Salaries & Wages	-	50.00				50.00	
122	Board of Selectmen							
	Salaries & Wages	-	245,734.00			244,589.76	1,144.24	
	Other Expenditures	50.99	18,311.00			17,952.80	409.19	
124	Selectmen's Special							
	Salaries & Wages						-	
	Other Expenditures	127.73	72,300.00	10,000.00		77,909.79	4,517.94	
	Articles:							
	FY09 / Axx Tri Town Council (Annual)		20,500.00			20,500.00	-	
	SENIOR CARE SERVICES (Annual)		1,500.00			1,500.00	-	
	FY15 14ATM / A27 TOWN FACILITY REPAIRS	30,132.65				30,132.65	-	
	FY15 14ATM / A27 TOWN FACILITY REPAIRS		58,500.00			30,721.82	-	27,778.18
	FY15 14ATM / A27 TOWN FACILITY REPAIRS		500,000.00			500,000.00	-	
131	Finance Committee							
	Salaries & Wages		1,371.00			1,185.24	185.76	
	Other Expenditures		395.00			180.00	215.00	
131	Reserve Fund		100,000.00	(20,500.00)			79,500.00	
	Transfer To:						-	
	Tree Warden - Contract Services			10,000.00			-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
	Tree Warden - Contract Services			9,800.00				
	Council on Aging - Fire Alarm System			100.00			-	
	Council on Aging - Vehicle Maintenance			600.00			-	
135	Town Accountant							
	Salaries & Wages		139,878.00			133,724.14	6,153.86	
	Other Expenditures		26,126.00	1,550.00		27,529.35	3.71	142.94
141	Board of Assessors							
	Salaries & Wages		127,766.00			127,354.38	411.62	
	Other Expenditures		33,303.00			32,038.05	1,264.95	
	Articles:							
	FY15 14ATM/ A14 TRIENNIAL RECERTIFICATION	9,764.16				4,250.00	-	5,514.16
145	Town Treasurer / Collector							
	Salaries & Wages		193,633.00			193,633.00	-	
	Other Expenditures		59,068.00			44,107.17	14,849.47	111.36
150	Town Hall							
	Salaries & Wages						-	
	Other Expenditures	384.96	188,331.00	4,500.00		181,066.77	7,037.53	5,111.66
	Articles:							
	FY15 STM / A09 MUNIS UPGRADE	4,366.02					-	4,366.02
	FY16 15ATM/ A18 TOWN HALL BLDG DESIGN	7,563.68					-	7,563.68
	FY16 15ATM/ A23 TOWN HALL COMPUTER	11,300.00					-	11,300.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
151	Town Owned Buildings							
	Other Expenditures (electricity)		600.00			281.90	318.10	
157	Town Website/Cable Advisory							
	Salaries & Wages					-	-	
	Other Expenditures		35,000.00	7,106.00		42,093.19	12.81	
	Articles:							
	FY18 STM / A10 PEG TOWN HALL UPGRADE		78,230.00				-	78,230.00
161	Town Clerk							
	Salaries & Wages		88,061.00			85,321.85	2,739.15	
	Other Expenditures		13,535.00			10,994.57	2,540.43	
162	Trust Fund Clerk							
	Salaries & Wages						-	
171	Conservation Commission							
	Salaries & Wages		80,421.00			79,013.73	1,407.27	
175	Planning Board							
	Salaries & Wages		5.00				5.00	
	Other Expenditures		1,791.00			990.19	800.81	
176	Zoning Board							
	Salaries & Wages						-	
	Other Expenditures		745.00			553.68	191.32	
	TOTAL GENERAL GOVERNMENT	63,690.19	2,085,154.00	2,656.00	-	1,887,624.03	123,758.16	140,118.00

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
PUBLIC SAFETY							
210 Police Department							
Salaries & Wages		1,390,852.00	(23,754.00)		1,363,538.96	3,559.04	
Other Expenditures	891.83	150,900.00			150,845.04	649.39	297.40
Articles:							
FY16STM/ A5 - POLICE RADIOS	445.76				445.76	-	
FY18ATM/ A21 - POLICE CRUISER		43,000.00			43,000.00	-	
FY18ATM/ A22 - POLICE SECURITY		12,000.00			11,864.04	-	135.96
FY18ATM/ A23 - POLICE EXTERIOR BUILDING		25,000.00			21,129.22	-	3,870.78
FY18ATM/ A24 - POLICE RADIO		10,000.00			10,000.00	-	
FY18STM/ A6 - POLICE SIX TASERS		9,000.00			-	-	9,000.00
220 Fire Department							
Salaries & Wages		655,679.00	13,650.00		586,492.75	82,836.25	
Other Expenditures	5,350.85	111,363.00			115,951.18	666.67	96.00
Articles:							
FY18 ATM/ A25 - FIRE PROTECTIVE GEART		48,500.00			48,500.00	-	
FY18 ATM/ A26 - FIRE RESCUE BOAT		21,000.00			10,962.00	-	10,038.00
FY18 ATM/ A27 - FIRE /EMERGENCY		10,000.00			3,598.21	-	6,401.79
241 Inspectional Services							
Salaries & Wages		136,601.00			135,092.85	1,508.15	
Other Expenditures		6,415.00			5,975.98	46.77	392.25
245 Sealer of Weights and Measures							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
	Salaries & Wages		1,692.00			1,692.00	-	
292	Animal Control Officer							
	Salaries & Wages		10,028.00			10,028.00	-	
	Other Expenditures		571.00			268.22	302.78	
294	Animal Inspector							
	Salaries & Wages		7,598.00			7,598.00	-	
	Other Expenditures		1,840.00			-	1,840.00	
295	Tree Warden							
	Salaries & Wages		6,817.00			6,419.62	397.38	
	Other Expenditures		8,845.00	19,800.00		27,260.65	1,384.35	
	TOTAL PUBLIC SAFETY	6,688.44	2,667,701.00	9,696.00	-	2,560,662.48	93,190.78	30,232.18
	EDUCATION							
	Elementary Education Operating Budget	129,985.82	7,827,171.00	-	-	7,883,491.54	19,219.21	54,446.07
300	Salaries & Wages		6,316,234.00			6,258,660.03		
	Other Expenditures	120,644.90	1,510,937.00			1,615,490.59		
300								
	Articles:							
	FY16STM / A6 SCH FLOOR SCRUBBER	9,340.92				9,340.92		
	Education Assessments - MASCO	-	7,334,766.80	-	-	7,334,766.80	-	
302	Masconomet Regional School Operating Budget		6,910,110.00			6,910,110.00		

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
302	Masconomet Regional School Debt Service		289,403.00			289,403.00		
302	Articles:							
	FY18ATM/ A6 SCH MASCO SAFETY		135,253.80			135,253.80		
	Education Assessments - ESSEX TECH	-	230,942.00	-	-	220,690.00	10,252.00	
303	Essex North Shore Agricultural & Vocational Tech		230,942.00			220,690.00		
	TOTAL EDUCATION	129,985.82	15,392,879.80	-	-	15,438,948.34	29,471.21	54,446.07
	PUBLIC WORKS							
411	Stormwater Management							
	Salaries & Wages		5,306.00			5,306.00	-	
	Other Expenditures		10,000.00				10,000.00	
420	General Highway							
	Salaries & Wages		400,117.00	6,463.00		403,239.66	3,340.34	
	Other Expenditures	8,359.10	253,829.00			246,786.65	12,306.26	3,095.19
	Capital		29,527.00			29,256.23	270.77	
	Articles:							
	FY17ATM/ A23 - HIGHWAY BRUSH TRACTOR	69,997.45				69,997.45	-	
	FY18ATM/ A27 - HIGHWAY SM DUMP TR		53,085.50			53,085.50	-	
	FY18STM/ A8 - HIGHWAY DUMP TRUCK		145,000.00			-	-	145,000.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
423 Snow and Ice							
Salaries & Wages		30,828.00	9,625.68		41,446.22	(992.54)	
Other Expenditures		183,345.00	36,374.32		218,287.98	1,431.34	
424 Street Lights							
Other Expenditures		22,685.00	3,000.00		24,990.34	623.36	71.30
430 Refuse Collection / Disposal Expense							
Other Expenditures		409,803.00			408,429.00	1,374.00	
433 Recycling Expense							
Other Expenditures		1,650.00			1,647.42	2.58	
492 Park and Cemetery							
Salaries & Wages		235,235.00	2,509.00		231,701.93	6,042.07	
Other Expenditures		55,500.00			53,218.90	2,218.10	63.00
Articles:							
FY14-FY18 LANDFILL	26,842.17	20,000.00			19,433.50	-	27,408.67
EMERSON LEASE		1,250.00			1,250.00	-	
TOTAL PUBLIC WORKS	105,198.72	1,857,160.50	57,972.00	-	1,808,076.78	36,616.28	175,638.16
HUMAN SERVICES							
512 Board of Health							
Salaries & Wages		95,724.00			93,290.97	2,433.03	
Other Expenditures	2,528.97	20,208.00			22,745.78	(8.81)	
541 Council on Aging							
Salaries & Wages		113,364.00			108,465.09	4,898.91	
Other Expenditures		4,030.00	700.00		4,687.01	42.99	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
Articles:							
FY17 STM / A06 COA RENT (TEMPO- RARY)	3,600.00	7,200.00			7,200.00	-	3,600.00
546 Veteran's Benefits & Services							
Other Expenditures	-	20,960.00			12,688.64	8,271.36	
548 Soldier / Sailor Graves							
Other Expenditures	-	1,000.00			996.28	3.72	
TOTAL HUMAN SERVICES	6,128.97	262,486.00	700.00	-	250,073.77	15,641.20	3,600.00
CULTURE AND RECREATION							
610 Library							
Salaries & Wages		432,983.00	2,867.00		430,162.99	5,687.01	
Other Expenditures	312.54	152,299.00			148,555.01	3,919.74	136.79
Articles:							
						-	
691 Historical Commission							
Other Expenditures	-	450.00				450.00	
692 Memorial Day							
Other Expenditures	-	1,850.00			650.00	1,200.00	
TOTAL CULTURE AND RECREATION	312.54	587,582.00	2,867.00	-	579,368.00	11,256.75	136.79
DEBT SERVICE							
710 Debt Issue Costs		2,500.00			250.00	2,250.00	
710 Long Term Debt Principal		505,500.00			505,500.00	-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
710	Long Term Debt Interest		50,828.00			50,827.50	0.50	
752	Short Term Temporary Loans (BANS)		429,376.00			192,700.02	236,675.98	
752	BAN Paydown - Fire Rescue Truck		27,000.00			27,000.00	-	
752	BAN Paydown - Fire Ladder Truck		19,000.00			19,000.00	-	
752	BAN Paydown - Catch Basin Cleaner		50,000.00			50,000.00	-	
	TOTAL DEBT SERVICE	-	1,084,204.00	-	-	845,277.52	238,926.48	-
	OTHER CHARGES / UNCLASSIFIED							
820	State Assessment - Cherry Sheet		300,530.00			300,530.00	-	
913	Pension - Essex Regional Retirement		1,076,261.00	(3,600.00)		1,056,547.00	16,114.00	
913	Insurance - Unemployment		60,000.00	(60,000.00)			-	
915	Insurance - Health	19,158.37	2,100,000.00	(57,020.87)		1,839,576.49	222,561.01	
915	Insurance - Life		6,855.00			4,333.92	2,521.08	
915	Insurance - Medicare		184,029.00			162,167.00	21,862.00	
915	Administrative Fees		7,200.00			3,451.00	3,749.00	
915	HRA Inpatient Hospital		6,000.00			-	6,000.00	
916	Town Insurance - Workman's Comp		68,169.00			68,211.00	(42.00)	
916	Town Insurance - Property / Liability / Accident		354,108.00	(84,050.00)		244,460.00	25,598.00	
918	SALARY / WAGE RESERVE		100,000.00	(41,844.00)			58,156.00	
	Transfer To:							
	Salary - Police Chief			11,355.00				
	Wage - Police Captain			5,000.00				

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
Wage - Fire Overnight Coverage			13,650.00				
Wage - Highway Full Time Labor			6,463.00				
Wage - Parks & Cemetery			2,509.00				
Wage - Library Reference Librarian			2,867.00				
992 Transfers to Unemployment Compensation		60,000.00			60,000.00	-	
992 Transfers to Compensated Absences		50,000.00			50,000.00	-	
992 Transfers to Special Pol / Fir Identity Leave		40,109.00			40,109.00	-	
992 Transfers to Stabilization		25,000.00			25,000.00	-	
992 Transfers to Capital Stabilization		100,000.00			100,000.00	-	
992 Transfers to OPEB		100,000.00			100,000.00	-	
TOTAL OTHER / UNCLASSIFIED	19,158.37	4,638,261.00	(246,514.87)	-	4,054,385.41	356,519.09	-
TOTAL GENERAL FUND	331,163.05	28,575,428.30	(172,623.87)	-	27,424,416.33	905,379.95	404,171.20
CAPITAL PROJECTS FUND (WITH BORROWING):							
Articles:							
FY15 / A29 - HWY DUMP / SANDER						-	
FY15 / A30 - FIR RESCUE VEHICLE						-	
FY15 / A31 - FIR QUINT TRUCK						-	
FY15 / A5s - TH EXT WINDOW RPR						-	
FY16 / A28 - HWY BASIN CLEANER						-	
FY16 / A29 - SCH EXT PAINTING						-	
FY16 / A30 - SCH SIDEWALK RPR(S)						-	
FY16 / A31 - HALLWAY FLOOR (P)						-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
	FY16 / A32 - ENG DESGN PLIB HVAC						-	
	FY16 / A34 - P&S SCH CUPOLA / ROOF						-	
	FY16 / A33 - LAVATORY RENO (P)						-	
	TOTAL CAPITAL PROJECT FUNDS	-	-	-	-	-	-	-
	WATER DEPARTMENT - ENTERPRISE							
061	Salaries & Wages		296,122.00			287,726.03	8,395.97	
061	Other Expenditures	9,334.97	354,180.00			350,926.09	11,315.50	1,273.38
061	Unanticipated Emergencies	770.00	190,000.00			60,222.58	130,547.42	
061	Water Reserve Fund		145,000.00	-			145,000.00	
	Transfer To:							
061	Long Term Debt Principal		79,500.00			79,500.00	-	
061	Long Term Debt Interest		21,192.00			21,192.00	-	
061	Short Term Temporary Loans (BANS)		29,450.00			29,430.24	19.76	
061	BAN Paydown - Water Project		152,000.00			152,000.00	-	
061	BAN Paydown - Water Project		55,000.00			55,000.00	-	
061	Transfers to Capital Project Funds					100,000.00	(100,000.00)	
061	Transfers to General Fund			256,425.00		256,425.00	-	
	Articles:							

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
061	2000/2003 ATM NO ST/ PERK PUMP	30,688.69				30,688.69	-	
061	13ATM/ A39 WAT MAIN MINOR RE- PLACEMENT	9,555.91				9,555.91	-	
061	13ATM/ A40 GRAVEL PK WELL PERK	25,265.35				25,265.35	-	
	Capital Borrowing Articles:							
036	FY15ATM/ A34 WTR TREAT PLANT						-	
036	FY15ATM/ A34 WTR MAIN (WASHGTON)	74,156.97				74,156.97	-	
036	FY18ATM/ A29 WTR MAIN (PRRSPECT / RIVER)			100,000.00		15,948.54	84,051.46	
386	WATER TREATMENT FACILITY	1,150,000.00		23,451.86	9,226,549.00	4,690,324.12	5,709,676.74	
086	Water Department - OPEB	34,948.38			1,551.79		-	36,500.17
	TOTAL WATER ENTERPRISE FUND	1,334,720.27	1,322,444.00	379,876.86	9,228,100.79	6,238,361.52	5,989,006.85	37,773.55
				332,039.92				
				47,836.94				
	SOLID WASTE ENTERPRISE FUND							
062	Articles:							
	A17/16ATM Annual Engineer & Monitor	7,065.78				7,065.78	-	
	AXX/17ATM Annual Engineer & Monitor		38,700.00			27,217.44	-	11,482.56
	TOTAL SOLID WASTE ENTERPRISE FUND	7,065.78	38,700.00	-	-	34,283.22	-	11,482.56
	SPECIAL REVENUE FUNDS							
	Federal Grants:							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
204	Police Bullet Proof Vest	4,530.84					4,530.84	
224	Fire Volunteer Assistance Grant	(882.80)			882.80		-	
227	Fire EMR Management Performance Grant	(2,460.00)			4,708.52	2,659.70	(411.18)	
307	School SPED Program Improvement				345.00	345.00	-	
309	School Title Five	760.80			2,733.00	3,456.94	36.86	
310	School SPED 94-142	7,182.00			109,755.00	118,814.56	(1,877.56)	
318	School Title Five - A				4,195.00	4,121.00	74.00	
325	School Teacher Quality	6,775.05			16,804.00	16,689.61	6,889.44	
326	School Title I	(2,042.37)			162,570.00	155,076.35	5,451.28	
540	Council on Aging Title III Outreach	456.28				456.28	-	
544	Council on Aging Title III	3,046.54			2,437.68	5,484.22	-	
	State Grants:							
213	Police Law Enforcement Trust	12,551.99			6,104.04	3,730.00	14,926.03	
219	Police Gov. Highway Safety Bureau Grant	(1,875.43)			5,000.00	2,143.80	980.77	
220	Fire Safe Grant	6,783.44			3,708.00	9,111.57	1,379.87	
221	Fire Senior Safe Grant	2,596.00			2,415.00		5,011.00	
344	School Big Yellow School Bus Steward	800.00					800.00	
345	School Big Yellow School Bus Proctor	200.00			300.00		500.00	
347	School Foundation Enrollment Aid	4,589.84					4,589.84	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
358	School Circuit Breaker Grant	32,041.38			64,378.00	75,571.38	20,848.00	
640	Cultural Council	4,039.36			4,424.95	4,438.00	4,026.31	
652	Topsfield Rail Trail / Linear Common	716.83				345.96	370.87	
543	Council on Aging Formula Grant	1,223.66			13,161.34	14,385.00	-	
614	Library State Aid	15,290.78			10,896.42	10,804.22	15,382.98	
150	Mass Historic Preservation Grant	643.84					643.84	
151	Clean Energy Choice	2,207.50					2,207.50	
515	Recycling DEP Grant	7,200.57			6,600.00	2,225.03	11,575.54	
253	State Grants - Town Hall Municipal ADA					25,000.00	(25,000.00)	
253	State Grants - Donibristle Land Grant					400,000.00	(400,000.00)	
253	State Grants - Comm Compac / IT Grant	5,500.00			3,000.00	8,500.00	-	
253	State Grants - Comm Compac / Financial	26,250.00					26,250.00	
420	Highway Chapter 90				400,019.37	400,019.37	-	
425	RAA TNC/ Infrastructure				301.20		301.20	
429	Complete Streets Program				31,722.15	31,722.15	-	
429	MA DOT Pave Ashbury Street Grant				50,000.00		50,000.00	
	Receipts Reserved for Appropriation:							
490	Sale of Cemetery Lots	207,308.96			3,829.86	570.00	210,568.82	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
232	Reserved for FY18 Library Loan Subsidy	46,419.40				46,419.40	-	
232	Reserved for Reduction Future Excludable Debt	11,234.27				1,585.00	9,649.27	
695	Cable Advisory Committee Gift	214,869.94		(120,336.00)	20,059.24		114,593.18	
	Revolving Accounts:							
303	School Pre-School Tuition	105,190.52			211,979.50	203,991.70	113,178.32	
304	School Instrumental Music	64,628.44			35,237.00	62,002.14	37,863.30	
305	School Full Day Kindergarten	218,183.06			142,959.33	200,090.70	161,051.69	
306	School Rental of Surplus	46.33			7,354.00	7,400.00	0.33	
342	School Tuition Ch71, 71F Non Res, Foster	93,246.51			-		93,246.51	
650	Recreation /Park Ch. 44:53D	4,176.46			7,495.28	5,354.21	6,317.53	
172	Conservation Revolving Fund Ch44:53E1 / 2	25,305.83			9,497.75	14,367.01	20,436.57	
491	Cemetery CH 44:53E1 / 2	66,530.53			35,844.44	25,790.81	76,584.16	
651	Park Revolving Ch. 44:53E 1 / 2	2,290.68				1,328.62	962.06	
210	Insurance & Restitution School	785.56					785.56	
210	Insurance & Restitution Town Hall						-	
210	Insurance & Restitution Fire Department	3,750.00					3,750.00	
210	Insurance & Restitution Police				28,068.00	28,068.00	-	
210	Insurance & Restitution Police Injury	63,380.31			6,197.89	44,197.89	25,380.31	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
210	Insurance & Restitution Highway	1,215.73			33,370.00	33,370.00	1,215.73	
210	Insurance & Restitution Library						-	
	Special Revenue:							
080	School Chap 712 Scholarship Fund	588.01			250.00	300.00	538.01	
081	School Chap 71 Education Fund	7,140.33			50.00		7,190.33	
088	Unemployment			60,000.00		12,137.99	47,862.01	
089	Compensated Absenses	70,955.84		50,000.00		26,887.94	94,067.90	
090	Special Idemnity Leave (111F)	7,416.11		40,109.00	59,134.81	57,043.86	49,616.06	
145	Treasurer's BAN Premium	27,420.00		(120,771.86)	272,414.86	51,767.30	127,295.70	
146	Treasurer's BOND Premium				55,472.72	51,338.52	4,134.20	
	Special Revenue / School:							
315	School Educ Foundation Gift	3,130.00			-	1,332.92	1,797.08	
343	School Lost Book Revolving	456.86			19.98	-	476.84	
346	School Gifts & Donations	2,200.50			4,575.82	-	6,776.32	
	Special Revenue / School Lunch Program:							
012	School Lunch	78,125.08			168,983.70	147,777.19	99,331.59	
	Special Revenue / Other:							
122	Topsfield General Purpose Gift	721.00					721.00	
123	Flag Pole Fund	427.10					427.10	
124	Tree Planning Gift	2,664.00					2,664.00	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
125	Donibristle Land Gift Fund				235,000.00	235,000.00	-	
126	Town Hall 2018 Renovation Gift				8,875.00		8,875.00	
158	Town Hall Capital Improvement Gift	525.93					525.93	
168	Open Space Fund Ch. 40 S 8C	220.80			0.89		221.69	
169	Conservation Wetland Fees State Ch131:40	11,042.18			842.50		11,884.68	
170	Conservation Fund Ch. 40 S 8C	6,495.56			25.57		6,521.13	
171	Conservation Com Gift	250.00					250.00	
174	Conservation Gift Hickory Beech	2,775.11			17.71		2,792.82	
205	Police TAF Enterprise Gift	5,473.74				468.73	5,005.01	
211	Police - D.A.R.E. Donations	158.02			200.00	159.00	199.02	
218	Police Dept. Gift	2,900.00			2,200.00	2,200.00	2,900.00	
222	Fire Dept. EMS Equipment Gift	6,199.56			7,610.00	5,000.00	8,809.56	
542	COA Donations to Meals / Wheels	4,102.15					4,102.15	
545	COA Transportation Donation	11,325.95			557.00	242.74	11,640.21	
547	COA Gift	1,310.71			825.00	193.00	1,942.71	
549	COA Betty Wogan Gift	145.00				145.00	-	
550	COA Activities / Fitness	2.00				2.00	-	
560	Veterans Day Parade Gift	100.00					100.00	
609	Library Mr & Mrs Tim Collins Gift	3,971.63					3,971.63	
612	Library Gifts, Miscellaneous	19,870.59			20,851.49	8,230.45	32,491.63	
613	Library Lost Book Revolving	2,101.47			2,359.54	1,000.89	3,460.12	
620	Memory Tree & Brownie Tree Donations	2,938.56				580.00	2,358.56	
653	Recreation Committee Holiday Walk	721.32			500.00		1,221.32	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2018**

	Account	2017 Balance Forward	2018 Original Appropriation	2018 Transfers / Adjustments	2018 Receipts	2018 Expended	2018 Close to Treasury	2019 Balance Forward
654	Recreation Illuminate Topsfield Gift				6,558.56	5,091.58	1,466.98	
692	Historical Commission Preservation Gift	240.00					240.00	
	Consultation Accounts Ch. 44:53G							
238	Conservation Consul Ch. 44:53G						-	
238	Planning Board Consult Ch. 44:53G	4,263.41			10,530.59	11,234.03	3,559.97	
238	Zoning Board Consult Ch. 44:53G						-	
238	Board of Health CH 44:53G						-	
	Stabilization:							
085	General Stabilization Fund	1,183,215.58		25,000.00	19,114.41		1,227,329.99	
085	Capital Stabilization Fund	228,424.77		100,000.00	(52.23)		328,372.54	
	TOTAL SPECIAL REVENUE FUNDS	2,966,707.50	-	34,001.14	2,325,271.68	2,587,768.76	2,738,211.56	-
	TRUST FUNDS							
086	OPEB	563,698.24		100,000.00	32,898.66		696,596.90	
082	Non-Expendable Trust Funds	8,965,349.17		(220,051.74)	793,035.66	1,649.04	9,536,684.05	
084	Expendable Trust Funds	1,415,009.82		220,051.74	31,589.46	162,600.21	1,504,050.81	
	TOTAL TRUST FUNDS	10,944,057.23	-	100,000.00	857,523.78	164,249.25	11,737,331.76	-
	Total Expenditures & Other Financing Uses - Fiscal 2018					36,449,079.08		

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2018

GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
			Water Enterprise	Solid Waste Enterprise	Trust and Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
ASSETS AND OTHER DEBITS CASH AND SHORT-TERM INVESTMENTS	General	Special Revenues	Capital Projects					
	Cash & Investments	5,581,353.95	1,143,404.15	15,432,329.34				36,517,246.63
	Petty Cash	575.00						575.00
CASH & INVESTMENTS:	5,581,928.95	1,143,404.15	15,432,329.34				0.00	36,517,821.63
RECEIVABLES:								
Personal Property Taxes	1,902.51							1,902.51
Real Estate Taxes	205,987.26							205,987.26
Deferred Real Estate	9,161.05							9,161.05
Allowance for Abatement & Exemption	(334,691.39)							(334,691.39)
Tax Liens	148,126.05							148,126.05
Tax Possessions & Foreclosures	33,938.83							33,938.83
Payment in Lieu of Taxes								-
Excise taxes	72,082.87							72,082.87
Due from Veteran's Administration								-
Water and Liens			171,788.31					171,788.31
State Aid; Grants & Contracts								-
Due From Other Agencies								-

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2018

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise				
FIXED ASSETS									
Land							5,196,767.49		5,196,767.49
All Other - Net of Depreciation	21,583,380.34						17,936,131.83		39,519,512.17
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS								4,440,500.00	17,227,812.81
TOTAL ASSETS AND OTHER DEBITS:	27,301,816.47	1,143,404.15	15,432,329.34	13,962,104.86	43,606.97	13,313,548.48	23,132,899.32	4,440,500.00	98,770,209.59
LIABILITIES AND FUND EQUITY									
LIABILITIES:									
Deferred Revenues									
Property Taxes	(126,801.62)								(126,801.62)
Deferred Real Estate	9,161.05								9,161.05
Prepaid Taxes	59,156.76								59,156.76
Tax Liens	148,126.05								148,126.05
Payment of Lieu of Taxes	0.00								-
Tax Possessions & Foreclosures	33,938.83								33,938.83
Motor Vehicle Excise Taxes	72,082.87								72,082.87
Water Utility	0.00			171,788.31	0.00				171,788.31
Due from Other Governments	3,543.75								3,543.75
Payroll Warrants Payable	191,774.55	2,086.25		8,473.77					202,334.57
Vendor Warrants Payable	244,003.96	12,690.02	1,280,838.05	36,008.11	4,574.41	9,473.25			1,587,587.80

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2018

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise				
Accrued Payroll	188,181.92								-
Payroll Withholdings									188,181.92
Other Liabilities	11,696.03								11,696.03
Due to Other Funds									-
Bonds & Notes Payable			23,717,292.00	2,117,500.00				4,440,500.00	30,275,292.00
Police Details						(29,018.60)			(29,018.60)
TOTAL LIABILITIES:	834,864.15	14,776.27	24,998,130.05	2,333,770.19	4,574.41	(19,545.35)	0.00	4,440,500.00	32,607,069.72
FUND BALANCES (DEFICIT):	21,583,380.34			10,669,812.81			23,132,899.32		55,386,092.47
Investment in Fixed Assets									
Reserved for Encumbrances	63,963.96			1,273.38					65,237.34
Reserved for Expenditures	1,141,933.00			30,000.00	27,550.00				1,199,483.00
Reserved for Continuing Appropriations	340,207.24				11,482.56				351,689.80
Reserved for Petty Cash									-
Reserved for Appropriation Deficits									-
Reserved for Snow & Ice Deficit									-
Reserved for Debt Service									-
Reserved Fund Balance	405,190.00								405,190.00
Expendable Trusts						9,536,684.05			9,536,684.05
Nonexpendable Trusts						1,504,050.21			1,504,050.21
Stabilization						1,555,702.53			1,555,702.53
Other Special Purpose Funds						733,097.07			733,097.07

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2018

GOVERNMENTAL FUND TYPES		PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	General Long Term Debt	(Memorandum Only)
Agency							3,559.97
Unreserved:							-
Undesignated Fund Balance	2,932,277.78	1,128,627.88	(9,565,800.71)				(5,504,895.05)
Unreserved Retained Earnings				927,248.48			927,248.48
Overlay Deficit							
TOTAL FUNDEQUITY (DEFICIT):	26,466,952.32	1,128,627.88	(9,565,800.71)	11,628,334.67	39,032.56	0.00	66,163,139.87
	27,301,816.47	1,143,404.15	15,432,329.34	13,962,104.86	43,606.97	440,500.00	98,770,209.59

TOTAL LIABILITIES AND FUND EQUITY

TREASURER & COLLECTOR

The Tax Collector's Office collected in Fiscal 2018 **\$23,291,080** in Real Estate taxes and **\$358,985** in Personal Property taxes; **\$30,132** in interest and fees and **\$1,172,610** in motor vehicle excise tax revenue, **\$29,973.95** in other tax revenue which was Tax Title.

Real Estate and Personal Property Tax bills were billed quarterly and were due August 1st, November 1st, February 1st and May 1st. Collection processes include a bank lockbox and an internet pay-on-line process. Interest accrues at the rate of 14% per annum on all overdue payments from date of mailing. A \$10.00 demand bill, payable in 14 days, is sent after the May 1st due date. Fiscal Year 2018 tax bills are based on the assessment date of January 1, 2017 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days from June 30th, is added to the real estate tax bill.

Overdue Real Estate taxes are placed into Tax Title to perfect the Town's lien on the property. This insures the Town's ability to collect the taxes. The cost of placing taxes into Tax Title is added to the Tax Title account. Interest accrues at the rate of 16% per annum on all Tax Title accounts.

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Town throughout the year. The bills are due and payable in full within 30 days of issue, and payments are considered made when received by the Collector. Interest accrues at the rate of 12% per annum on all overdue payments from the date the excise was due. A \$10.00 charge is added for the demand bill which is payable in 14 days. A \$29.00 warrant fee is added to all outstanding bills, which are

sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

The Town continues to use the collection services of a Deputy Collector, as well as, the Registry's Non-Renewal Program for unpaid Motor Vehicle Excise. The Non-Renewal program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise and parking tickets. Most out of state Registries of Motor Vehicles have access to the Massachusetts Registry database and will not issue or renew licenses or registrations until outstanding obligations are met.

So long as a municipality mails a bill to the last known address, Taxpayers are liable for timely payment of taxes and interest and fees will accrue if the bill is not paid on or before the due date, regardless whether the bill is in fact received.

Respectfully submitted,

Barbara B. Michalowski
Town Treasurer and Collector

	BEGINNING BALANCE	COMMITTED	BALANCE DUE
	June 30, 2017		June 30, 2018
MOTOR VEHICLE EXCISE			
Prior Years	7,147.00		404.00
2015	2,887.00		2,265.00
2016	7,430.00		2,727.00
2017	53,166.00	110,884.23	11,499.00
2018		1,093,699.27	55,188.00
	70,630.00	1,204,583.50	72,083.00
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
Prior years	1,922.00		
2015	521.00		53.00
2016	834.00		398.00
2017	1,053.00		325.00
2018		\$358,985.20	1,126.00
	4,330.00		1,902.00
REAL ESTATE TAXES			
Prior Years	26,487.00		26,487.00
2015	9,704.00		9,704.00
2016	9,479.00		9,479.00
2017	133,518.00		10,260.00
2018	0.00	\$23,291,080.11	150,058.00
	36,191.00		205,988.00
Tax Liens		22,077.32	
DELINQUENT WATER	3,064.89		1,356.00
DEFERRED PROPERTY TAX		\$9,161.00	
TAX TITLE		\$149,482.00	
Delinquent Wtr tax liens	3,064.89		1,356.00
1989-2016	130,375.00		130,375.00
FORECLOSED	33,939.00		33,939.00
		\$1,335,294.48	
WATER USER FEES	130,956.46		167,157.00

Beginning Cash/Investments as of 7/1/17	<u>\$27,416,261.23</u>
Revenue	55,628,130.14
Disbursement	41,198,351.07
Total Cash/Investments as of 6/30/2018	<u>25,354,560.78</u>
Petty Cash on hand 6/30/2017	<u>-</u>
Petty Cash on hand 6/30/2018	<u>540.90</u>
Interest Earned and Gain on Investments	
General Fund	97,443.38
Solid Waste Fund	532.93
School Lunch	495.41
Stabilization Fund	19,114.41
Capital Stabilization Fund	775.51
Total Interest and Gain on Investments	<u>118,361.64</u>
Collections from Tax Title accounts	<u>29,973.95</u>
Deposits held to Guarantee Payment	
Balance as of 6/30/2017	
Balance as of 6/30/2018	-
Sale of Cemetery Lots	
Balance as of 6/30/2017	<u>205,296.00</u>
Balance as of 6/30/2018	<u>204,713.50</u>
Stabilization Fund	
Balance as of 6/30/2017	<u>1,183,215.58</u>
Balance as of 6/30/2018	<u>1,227,329.99</u>
Capital Stabilization Fund	
Balance as of 6/30/2016	<u>228,424.77</u>
Balance as of 6/30/2017	<u>328,372.54</u>
Trust Funds	
Balance as of 6/30/2017	<u>10,385,336.14</u>
Balance as of 6/30/2018	<u>11,047,922.61</u>
OPEB GENERAL FUND	
Balance as of 6/30/2017	<u>563,698.24</u>
Balance as of 6/30/2018	<u>696,596.90</u>
OPEB WATER FUND	
Balance as of 6/30/2017	<u>32,569.00</u>
Balance as of 6/30/2018	<u>36,500.17</u>

COMMISSIONERS OF TRUST FUNDS

INTRODUCTION

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The main focus of the Commission's management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

HIGHLIGHTS AND ACCOMPLISHMENTS

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$3,900.00.
2. The funding of scholarships from the Joseph Iarocci Trust and the Wallace Kneeland Trust, each in the amount of \$600.00.
3. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$162,517.17.

COMMUNITY AWARENESS

The Commissioners of Trust Funds have attempted to make the community aware of the existence of the trust funds and of their purposes by communicating with the local newspaper media, the local clergy of all different denominations and others. While the trust funds have been established for specific and limited purposes, the Commission welcomes inquiries about the trusts and their distributive provisions, which are reviewed at periodic meetings.

Respectfully submitted,

David G. Strachan, Jr., *Chairman*

Richard Walsh, *Member*

Thomas Walsh, *Member*

**TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
ALLOCATION OF COMBINED INVESTMENT FUNDS**

TRUST NAME	JUNE 30, 2017 BALANCES					FISCAL 2018		JUNE 30, 2018 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPEND-ED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	19136.96	23610.05	3.300%	246.34	217.54			19165.77	24935.84	3.228%
Income	138315.16	170645.08	23.850%	1,780.47	1,572.27	4,874.07		143397.43	186568.83	24.154%
CUMMINGS * Principal	39190.53	48350.96	6.758%	504.48	445.49			39249.52	51066.03	6.611%
Income	202343.61	249639.61	34.890%	2,604.68	2,300.10	7,476.91	3,900.00	206225.10	268311.47	34.737%
KIMBALL * Principal	1160.24	1431.44	0.200%	14.94	13.19			1161.99	1511.82	0.196%
Income	3366.67	4153.60	0.581%	43.34	38.27	140.13		3511.87	4569.16	0.592%
PEABODY * Principal	1125.64	1388.75	0.194%	14.49	12.80			1127.33	1466.73	0.190%
Income	3059.62	3774.78	0.528%	39.39	34.78	129.56		3193.79	4155.31	0.538%
GOULD COMMON * Principal	1125.64	1388.75	0.194%	14.49	12.80			1127.33	1466.73	0.190%
Income	9314.37	11491.52	1.606%	119.90	105.88	323.18		9651.57	12557.29	1.626%
GOULD PARK * Principal	1125.64	1388.75	0.194%	14.49	12.80			1127.33	1466.73	0.190%
Income	(72.14)	(89.00)	-0.012%	(0.93)	(0.82)	32.61		(39.64)	(51.57)	-0.007%
MONUMENT * Principal	2059.10	2540.40	0.355%	26.51	23.41			2062.20	2683.05	0.347%
Income	9628.57	11879.16	1.660%	123.94	109.45	361.80		10004.87	13016.95	1.685%
KNEELAND * Principal	16147.89	19922.32	2.784%	207.86	183.56			16172.20	21041.02	2.724%
Income	2545.60	3140.61	0.439%	32.77	28.94	578.67		3128.10	4069.85	0.527%
LIBRARY GEN'L * Principal	24880.45	30696.03	4.290%	320.27	282.82		600.00	24317.90	31639.07	4.096%
Income	2172.83	2680.71	0.375%	27.97	24.70	837.46		3013.56	3920.83	0.508%
LIBRARY DOW * Principal	2251.25	2777.46	0.388%	28.98	25.59			2254.64	2933.42	0.380%
Income	191.74	236.55	0.033%	2.47	2.18	75.62		267.65	348.23	0.045%
LIBRARY LAMSON * Principal	23946.63	29543.94	4.129%	308.25	272.21			23982.68	31202.93	4.040%
Income	2040.91	2517.96	0.352%	26.27	23.20	804.47		2848.45	3706.01	0.480%

**TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
ALLOCATION OF COMBINED INVESTMENT FUNDS**

TRUST NAME	JUNE 30, 2017 BALANCES					FISCAL 2018		JUNE 30, 2018 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPEND-ED	BK VALUE	MKT VALUE	% TOTAL
LIBRARY WILDES * Principal	15801.48	19494.94	2.725%	203.41	179.62			15825.27	20589.64	2.666%
Income	1387.60	1711.94	0.239%	17.86	15.77	532.10		1921.80	2500.37	0.324%
LIBRARY HADSELL * Principal	6129.68	7562.44	1.057%	78.90	69.68			6138.91	7987.09	1.034%
Income	495.52	611.34	0.085%	6.38	5.63	205.09		701.36	912.51	0.118%
LIBRARY WITHAM * Principal	29790.79	36754.12	5.137%	383.48	338.64			29835.63	38817.98	5.026%
Income	5195.61	6410.04	0.896%	66.88	59.06	1,083.04		6286.47	8179.08	1.059%
STATHOPOULOS * Principal	4505.04	5558.06	0.777%	57.99	51.21			4511.82	5870.16	0.760%
Income	1287.46	1588.40	0.222%	16.57	14.63	179.31		1468.72	1910.89	0.247%
JOSEPH IAROCCI * Principal	10531.88	12993.62	1.816%	135.57	119.72			10547.74	13723.25	1.777%
Income	(234.08)	(288.80)	-0.040%	(3.01)	(2.66)	318.78	600.00	(515.66)	(670.90)	-0.087%
COLUMN TOTALS	579,947.92	715,505.52	100%	7,465.41	6,592.43	17,952.81	5,100.00	593,673.71	772,405.80	100%

TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
GEORGE L. GOULD FUND - ALLOCATION

	JUNE 30, 2017 BALANCES		FISCAL 2018				JUNE 30, 2018 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
GEORGE GOULD TRUST (1)								
PRINCIPAL ACCOUNT	5,980,742.64	8,111,326.63	73,267.53	30,667.33	0.00	0.00	6,023,342.84	8,654,402.04
INCOME: FUND A - BOOKS	235,043.16	254,366.58	5,685.43	191.70	110,116.48	129,080.90	221,572.47	249,208.13
INCOME: FUND B - ART & MAINT	266,721.82	293,245.52	6,714.08	0.00	110,152.41	32,836.27	350,752.04	374,347.86
COLUMN TOTALS	6,482,507.62	8,658,938.73	85,667.04	30,859.03	220,268.89	161,917.17	6,595,667.35	9,277,958.03

TOWN OF TOPSFIELD, MASSACHUSETTS
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